



Policy Manual

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The Policy Manual was first adopted by the General Assembly on February 20th 2013. Alterations were made occasionally by the GA in the intervening years. A complete revision of the Policy Manual was undertaken after the Statutes were revised in 2019/2020. This is the Policy Manual with modifications pertaining to the Advisory Council as adopted by the General Assembly on May 25th, 2023.

Declaration by the Board: This Policy Manual and its annexes are up to date per May 25th, 2023.

Title 1 Definitions

- § 1 This is the Policy Manual containing the codified regulations of the University College Maastricht Study Association (UCMSA) Universalis established by the Statutes, henceforth abbreviated to 'UCMSA Universalis', 'the Association', 'Universalis', or 'UCMSA'.
- § 2 'The Statutes' are the 'akte van oprichting' (founding documents) first signed on December 3rd 2002, establishing the Association. The latest revision of the Statutes was adopted by the General Assembly on December 3rd 2020.
- § 3 Where this Policy Manual refers to an 'Article' it refers to the Statutes, where it refers to a 'Title' it refers to itself.
- § 4 'Members' as referred to in this Policy Manual, are UCMSA Universalis members as defined by Article 4 § 1.1 of the Statutes.
- § 5 The 'General Assembly', also abbreviated as 'GA' is a general meeting as defined in Article 6 of the Statutes.
- § 6 The 'Board' as referred to in this Policy Manual, is defined by Article 7 of the Statutes.
- § 7 The 'Independent Body', also abbreviated as 'IB', as referred to in this Policy Manual is defined in Article 8 of the Statutes.
- § 8 The 'Social Board', also abbreviated as 'SB', is the group defined in Title 6.
- § 9 The 'Academic Board', also abbreviated as 'AB', is the group defined in Title 7.
- § 10 The 'Management of Universalis', also abbreviated as 'MoU', refers to the group of the Board, Social Board, and Academic Board.
1. The Board is responsible for all tasks assigned to the MoU, but may delegate them to either the Social Board, Academic Board, or any officer of the entities making up the MoU.
- § 11 An 'office of trust' as used in the Articles and these Titles is understood to be any position on the Board, Independent Body, Social Board, Academic Board, or the leadership of any other organ established under Article 6 § 6.11 (e.g., Committee boards).
- § 12 An 'absolute majority' is more than half of the votes cast.
- § 13 A 'qualified majority' is two thirds or more of the votes cast.
- § 14 '*Mutatis mutandis*' is latin for "having changed what needs to be changed".
- § 15 The 'University College Student Representatives of the Netherlands', also abbreviated as 'UCSRN', is an independent organisation of which Universalis is a member. Universalis incurs rights and obligations by virtue of this membership. Universalis members can inform themselves about UCSRN, its statutes, and policy manual on their website.
- § 16 Article 1 § 4 is included here verbatim for clarity: The official language of the Association is English. All events, meetings and activities conducted by UCMSA Universalis and its members shall be held in English. All documents pertaining to the Association will be written in English.

Title 2 Status

- § 1 This Policy Manual contains the codified regulations of the Association as passed by the GA pursuant to Article 6 § 6.2. No regulations exist outside of this Policy Manual.
- § 2 In case of a conflict between this Policy Manual and the Statutes, the Statutes shall prevail.

§ 3 The Policy Manual may provide specific interpretations of the Statutes, these interpretations are binding.

§ 4 All UCMSA Universalis members should be familiar with the contents of the Policy Manual and the Statutes.

1. The Board must assure distribution of the Policy Manual to all members, for example via email, the website, and the UCM Students Facebook group, to all of its members at the beginning of each semester, and before every GA to facilitate familiarity of all members with the Policy Manual of their Association.
2. When amendments are made to the Policy Manual the Board must update the published version of the Policy Manual, and distribute a summary of changes to Universalis members.
3. Before the opening of each GA, the Board in cooperation with the Independent Body will offer a short introduction to the Statutes and Policy Manual, with a focus on the procedures of the general assembly.

§ 5 Pursuant to Article 6 § 6.2 all members may propose changes to the Policy Manual. Such changes must be approved in accordance with Article 6 § 6.2(c), which refers to requirements under Article 10. Article 10 prescribes, among other things, that motions for amendment be filed and made public seven days before the GA and that amendments be approved by a qualified majority.

§ 6 The annexes to the Policy Manual may be amended by the Board as it sees fit. The GA will be informed of any changes to the annexes.

Title 3 The General Assembly

§ 1 The General Assembly will be convened and held in accordance with Article 6 and these regulations.

§ 2 The General Assembly will be chaired by the President of the Board. The Chair of the GA:

1. Grants permission to speak;
2. Guides debate, ensuring that all viewpoints are adequately represented;
3. Sets the parameters of debate and moves motions and amendments to votes, unless these parameters are altered by procedural motions;
4. May end speeches which are purposely offensive or frivolous;
5. May remove a disruptive person from the GA for non-compliance with the rules of the GA. If a member objects to the removal the matter will be voted on;
6. Casts the deciding vote when the GA is evenly divided. The Chair must cast their vote in favor of the status quo.

§ 3 Minutes of the General Assembly will be taken by a member of the Board, usually the Secretary.

1. The attendance list of the GA will be appended to the minutes.

§ 4 The Board will convene the General Assembly at least twice a Semester:

1. Once within three weeks after the start of the semester;
2. Once within three weeks before the end of the semester.
3. The GA may only be convened on days there are academic activities planned for UCM students.
 - a. Consequently, the times when the Board must call a GA per paragraphs 1 & 2 of this section should be calculated based on the commencement and cessation of

academic activities in a given semester. Weeks in which no academic activities are planned do not count towards the three week deadline.

- § 5 The GA may be convened electronically in the event that exceptional circumstances affect the possibility of convening a physical GA. This is permitted so long as all members have the ability to participate if desired, and the procedures outlined in this title are maintained. The rights of the GA are not altered by adverse circumstances. There is an absolute preference for having physical GAs, the electronic option is a last resort in the event this is truly not possible.
- § 6 All members in good standing have the right to submit motions to the GA, basing such motions on powers allocated to the GA in Article 6 §§ 6 & 7.
1. Motions must be submitted to the Board or the IB at least eight days before the GA.
 2. The Board is responsible for publishing and distributing all motions seven days in advance of the GA.
 3. The Board is responsible for submitting a budget motion to the General Assembly for their consideration at the first GA of the semester. The GA may amend and pass this motion as it sees fit, fulfilling its power under Article 6 § 6.9. When such a motion is presented, members may not present separate motions regarding the budget, and must instead propose amendments to the motion pursuant to § 7 of this title.
 4. Amendments to the Statutes and Policy Manual must conform to Article 6 §§ 6.2 & 6.3.
 5. All motions which adhere to the rules laid out here and in the Articles must be put on the agenda of the GA.
- § 7 All members in good standing may propose amendments to motions on the agenda at the GA. Amendments:
1. Must be specific in their content;
 2. May only be presented during the debate on the motion to be amended;
 3. Must be seconded prior to being heard in full, and debated;
 4. Which have been seconded must be voted upon, unless they are withdrawn by the mover.
- § 8 All members may raise technical points by making a T with their hands. These may concern a clarification of the Statutes, these regulations or other procedural questions. The question will be answered post-haste by the Chair or, upon request, by the IB.
1. The IB will advise the GA as to the compatibility of a motion or amendment with the Statutes or these Titles. The IB's interpretation of the Statutes and Titles is binding.
 2. The IB may give its advice on motions and amendments even if not asked to by another member at the GA. They should do this by raising technical points themselves.
- § 9 All members in good standing may at any time during the GA propose procedural motions. These are signaled to the chair by making a –| with their hands, and must be heard immediately at the end of the current speech.
1. Procedural motions may:
 - a. Extend debate in a specific manner;
 - b. Limit debate in a specific manner;
 - c. Open debate;
 - d. End debate;
 - e. Move immediately to a vote;
 - f. Make a particular vote by secret ballot;
 - g. Postpone a motion until the next GA;

- h. Pause the GA for a time;
 - i. Amend the previously approved agenda;
 - j. Make the GA private, this excludes all non-members from attendance;
 - k. Change the chairperson;
 - l. Change the minute taker.
2. The mover may state their case for one minute, if there is an objection then another member may rebut the procedural motion for one minute, at which point the procedural motion will be voted on. If no one presents an objection the motion will pass automatically, unless it concerns items k and l.
- § 10 Motions and amendments passed in violation, or otherwise incompatible with the Statutes and these Titles, are null and void. They are non-binding and should not be acted upon by the Board or any other organ of the association.
- § 11 Pursuant to Article 6 § 4.4 all decisions of the GA must be made by at least an absolute majority of the voting members, unless otherwise specified.
1. The quorum for the GA will be two thirds of the members present at the opening of the GA. Proxies count towards quorum.
 2. A quorum of members must participate in a vote for it to be binding. Abstentions count against quorum, not against the motion. If a vote on a motion fails to secure a quorum of votes, it will be considered to have failed but may be retabled for further debate.
 3. Voting on motions is conducted openly, unless a procedural motion or regulation makes balloting secret.
 4. Voting may be conducted by voice vote, raising of hands, roll call, or balloting. Votes of acclamation are not permitted.
 5. Article 6 § 4.5 is included here verbatim for clarity: The Chairperson's judgment as to the result of voting is definitive. The same applies to the content of decisions, if it was not voted on a written proposal. However, if immediately after the announcement of the result the judgment of the chair is contested, then a new vote will be cast:
 - a. if a majority of the General Assembly finds the judgment to be in error;
 - b. or if the original vote was not cast by roll call or written ballot; then the original vote and judgment of the chair will have been vacated *ab initio*. The matter may then be reconsidered.
 6. A member may at any time during the GA call for the quorum to be counted. This will be done immediately. If there is no quorum the GA may be recessed for a time to allow the Chair to establish a quorum.
 - a. If a quorum cannot be established, the Chair must suspend the GA, but may immediately announce the reconvention of the same GA at another time without regard for Article 6 § 2.3. In this case the quorum requirement will remain the same as if the GA had not been suspended.
 7. Pursuant to Article 6 § 3.3 members may provide a written proxy to another member to vote in their place.
 - a. Members appointing a proxy must inform the Board of the member who they have appointed as their proxy before the GA.
 - b. Members holding a proxy must hand in a signed proxy form, provided by the Board, at the start of the GA.
 - c. Members may not hold the proxy of more than one other member.

- § 12 Motions to dismiss officers of trust per Article 6 §§ 6.7 & 6.13 must pass with a qualified majority.

Title 4 Elections and Selection Procedures

§ 1 The General Assembly decided that the election of the President of the Board, the Chair of the Social Board as defined in Title 6, and the Chair of the Academic Board as defined in Title 7 will be conducted according to the following procedure. This election serves to fulfill the election power under Article 6 § 6.5:

1. The election will be organized by the Independent Body, in communication with the MoU.
2. The election will be held in period 5.
3. The election must be announced at least 3 calendar weeks before the start of the election. The MoU is responsible for publicizing the nature of the offices in order to recruit candidates.
4. Candidates will make themselves known by submitting a motivation letter and resume to the IB. The IB must accept candidacies for at least a week, and may set a deadline for submissions up to a week before the election but not earlier.
5. The IB will initially be responsible for publicizing all of the candidates' letters of motivation and resumes in a manner which is fair, impartial and enables all members to cast an informed vote.
6. The IB will organize a debate with all candidates who wish to participate. The IB will be responsible for determining the time and place of the debate, and will inform the community a week beforehand.
7. Voting may take place electronically or physically, with a preference for online systems.
 - a. An online system must be arranged so that every member receives a ballot and none can submit a ballot more than once. The IB cannot alter or remove a submitted ballot, once a ballot has been submitted it is final.
 - b. Online systems must protect the anonymity of the ballot. A system may be used which indicates which members voted but not how they voted.
 - c. Physical balloting must take place in a space which is accessible to all members (e.g., the common room). Members who are not in Maastricht must still be able to submit a ballot and the IB must make provisions for this if needed.
8. If there is no candidate for a position, refer to Title 4 § 1.13(b).
9. If there is one candidate for a position the question on the ballot will read '[Name of candidate] is the only candidate for [Title of position] of UCMSA Universalis. Should they be elected to this position?'. The options will be 'yes' or 'no'.
10. If there are two candidates for a position, the question on the ballot will ask voters to indicate which one they would like to be elected.
11. If there are more than two candidates for a position the question on the ballot will ask voters to rank the candidates in order of preference.
12. Members may abstain from the election for each position individually. These abstentions count against the quorum for that position.
13. In order to be successful, the election for each position must fulfill the requirements of quorum and produce an absolute majority for one candidate. Refer to Title 3 § 11.
 - a. If voters were asked to rank candidates per Title 4 § 1.11 and no candidate receives an absolute majority of first preference votes, then the candidate with the fewest first preference votes will be eliminated. These votes will then be redistributed to

other candidates based on the second preferences. This process will continue until one candidate emerges with an absolute majority.

- b. In the event that an election does not reach quorum or no candidate is elected, the IB will put a motion to the GA that 'a member' be elected to the vacant position. During the GA, members may submit ad-hoc amendments to the motion to fill in a name of a member, the nominee must accept their ad-hoc nomination. In order to serve as a valid election the motion must be passed in the same manner as any other motion per Title 3.
 - c. The procedure for elections at a GA described in Title 4 § 1.13(b) may be used *mutatis mutandis* in the event that an office is vacated prematurely and the Board is required to call an election per Article 7 § 2.1(a).
14. The results of the election consisting of only the elected members must be made known to the community within 48 hours of the end of balloting.
- a. Individual members may request a more detailed report of the election results including the percentages and vote totals for each candidate from the IB.
- § 2 In its capacity per Article 6 §§ 6.5 & 6.12 the General Assembly decided that the selection of the Secretary and Treasurer of the Board, as well as the officers of the Social Board (Title 6), and Academic Board (Title 7), whose election is not provided for in Title 4 § 1, will be conducted as follows:
1. The selection procedure for the offices in question will be held once a semester. Offices not becoming vacant in the upcoming semester are not subject to this procedure.
 2. The vacancies must be announced at least 3 calendar weeks before the deadline for submitting candidacies. The MoU is responsible for publicizing the nature of the offices in order to recruit candidates.
 3. Members interested in one of the open positions shall apply by submitting a letter of motivation and a resume to the Board by the specified deadline.
 - a. Members who submit applications will be called candidates for the remainder of this section.
 - b. The Board will share all application documents with the IB to ensure transparency.
 4. All candidates will be invited to an interview. The interviews will be scheduled at the convenience of the candidate, the interviewers and the IB.
 - a. The interview will be conducted by any combination of two members of the MoU, or Advisory Council.
 - b. The interviewers will be responsible for taking minutes of the interview, and representing the answers of the candidate truthfully both in writing and in discussions.
 - c. All interviews must be attended by one member of the Independent Body or their designee from the Advisory Council (Article 9). The IB is responsible for certifying the impartiality of the questions and interview process. The IB may not ask questions of the candidate, but may intervene on the candidate's behalf to ask the interviewer to change the line of questioning or remind them to ask a certain question. The IB will inform candidates that they may contact the IB if they have any concerns about the interview or the selection procedure in general.
 - d. The interviewers may ask candidates if they are interested in any of the other open board positions, but they may not ask candidates about their interest in a position on the IB.

5. The MoU will consider the merits of every candidate for a position based on their motivation letter, resume, and interview in an attempt to come to a consensus about which candidate would be best suited to each position. The candidate the MoU believes is best suited for a position will be known as the preferred candidate for the position.
 - a. If they cannot come to a consensus then no preferred candidate will be proposed to the GA.
 - b. Notes will be taken during these discussions for auditing by the IB.
 - c. The IB will be informed of the preferences and given a detailed explanation of why each decision was made. If the IB believes that a biased decision was made, or that the process was flawed the IB may ask the MoU to reconsider. If the MoU does not reconsider the IB should make their concerns known when they present their audit of the process at the GA. This does not limit complaint and appeal rights of candidates which they might otherwise have.
 6. The candidates will be informed whether they have preference for a position.
 - a. The candidates the MoU wants to give preference to will be informed first and asked if they will accept the MoU's preference and are willing to be presented to the GA. If the candidate agrees, they are the preferred candidate.
 - b. Candidates who do not receive preference will be informed that they did not receive preference and who the preferred candidate is. They will be asked if they wish to withdraw from the selection or be presented to the GA as an alternative candidate.
 - c. In any case, all candidates will be told to maintain the secrecy of the procedure until the GA. Candidates who withdraw from the procedure prior to the GA must be kept secret indefinitely, unless the candidate(s) in question decide(s) otherwise.
 7. The Board will put a motion to the GA for the election of the preferred candidates per Title 3 § 6.
 - a. All candidates will be called to present themselves to the rest of the GA, within the same allotted amount of time. Candidates may not state whether or not they have preference. The time allotment per candidate should be announced by the chair of the GA before the first candidate presents themselves. Members may make procedural motions to change the time allotment before presentations begin per Title 3 § 9.1(a-b) but not once they have commenced.
 - b. After all candidates have presented themselves, the MoU will announce their preferred candidates and give their motivations for these decisions.
 - c. The IB will present their audit of the selection procedure to the GA. The IB should make clear to the GA whether or not they believe that the preferred candidates the MoU presented were chosen fairly.
 - d. The GA can ask questions to all the candidates and the MoU.
 - e. Members may make ad-hoc amendments to the election motion presented by the Board to change the name of a preferred candidate to an alternative candidate. Voting on these amendments must take place by secret ballot.
- § 3 Per Article 6 § 6.6 the General Assembly has the power to elect the officers of the Independent Body of the Association. Selection of the Independent Body will be done according to the following procedure:
1. The procedure in Title 4 § 2 will apply *mutatis mutandis* for the selection of IB members. Where that procedure requires the Board, MoU, or IB to perform a function it will be

filled by members of the IB who are not re-applying to the IB and members of the Advisory Council (Article 9).

- a. If five or fewer candidates apply for the IB, no preferred candidates will be selected or announced.
- b. In the event that there are no candidates for the IB a motion will be put to the GA that 'members' be elected to the IB. During the GA, members may submit ad-hoc amendments to the motion to fill in the name of a member, the nominees must accept their ad-hoc nomination. In order to serve as a valid election the motion must be passed in the same manner as any other motion per Title 3.
- c. The procedure for elections at a GA described in paragraph 1(b) may be used *mutatis mutandis* in the event that the number of IB officers falls below three and the Board opts to, or is compelled to (in the event that there are no officers of the IB) call a GA to fill the vacancies per Article 8 § 2.3.

§ 4 The transition period for new MoU and IB members starts immediately after their election.

1. Newly appointed members will be briefed on their role by their predecessors.
2. In addition to the transition, old 2 members will make themselves available to assist new MoU members at the start of their term.
3. If new members feel that they have not properly been prepared for their role, they should make the Advisory Council aware of this. The Advisory Council is encouraged to provide further assistance upon request.

Title 5 The Board

§ 1 Pursuant to Article 7 § 1 the Board will be composed of three officers.

§ 2 The requirements and terms of election are laid out in Article 7 § 2 and expanded in Title 4. The rights and responsibilities of the Board are laid out in Article 7 §§ 3 through 7.

§ 3 The following rules will apply to all members of the Board and Board meetings

1. Each member of the board is required to attend:
 - a. Board meetings;
 - b. Meetings of other MoU bodies as deemed necessary;
 - c. General Assemblies;
 - d. As many events as is reasonably possible;
 - e. Any other meetings or activities where attendance is deemed to be in the interest of the Association.
2. Board officers may be excused from attending at the discretion of the rest of the Board.
3. Each officer of the Board will have one vote in Board meetings, of equal weight.
4. Each officer of the Board is a representative of the Association and should conduct themselves in an appropriate manner, maintaining the good reputation of the Association.

§ 4 The tasks of the President are:

1. Appointing either the Treasurer or Secretary to fulfill the role of Vice-President;
2. Attending UCM Management Team meetings to represent all members of the Association;
3. Managing the administration of the organization;
4. Guiding the other members of the MoU;

5. Upholding the mission statement of the organization and ensuring that all members are made aware of, and comply with the statutes and the policy manual;
 6. Communicating with the Independent Body, the Advisory Council, the Academic Board and the Social Board;
 7. Maintaining a clear vision for the future of the Association;
 8. Preparing and chairing Board meetings and General Assemblies;
 9. Coordinating the writing of semester reports and presenting this in the first General Assembly of the next semester;
 10. Being responsible for all external contacts that are not designated elsewhere in the Policy Manual to other Board members;
 11. In case of a tie during a vote, the President shall cast the deciding vote.
- § 5 The tasks of the Vice-President are:
1. Helping the President in their responsibilities;
 2. Fulfilling the tasks and responsibilities of the President, when the President is unable to do so;
 3. Ensuring that all concerns within the Association are raised during Board meetings;
 4. Other duties as nominated by the President, the Board or the General Assembly.
- § 6 The Treasurer is responsible for all financial affairs of the Association. The tasks of the Treasurer are:
1. Managing the finances of the Association in accordance with Title 10;
 2. Keeping track of the overall expenditures of each Committee;
 3. Maintaining close contact with the Treasurer of each Committee;
 4. Having contact with third parties that provide services and goods for the Association (in cooperation with the Secretary);
 5. Attending meetings of the Social Board and the Academic Board when financial matters are discussed;
 6. Maintaining a long and short-term financial vision;
 7. Ensuring that all UCMSA Committees are adequately financed;
 8. Presenting the budget at General Assemblies;
 9. Writing the semesterly financial report for auditing by the Independent Body and presentation to the GA;
 10. Ensuring complete insight into and constant transparency of all relevant financial documents for the members of the Independent Body.
- § 7 The Secretary is responsible for assisting the President in the smooth functioning of the MoU. The tasks of the Secretary are:
1. Taking and archiving minutes of every Board meeting and GA;
 2. Managing internal communication within the MoU;
 3. Managing the administration and archive system of the Association;
 4. Handling all outgoing and incoming correspondence and being the first point of contact for the Board;
 5. Scheduling Board meetings, and handling Board room duties, logistics and supplies;
 6. Ensuring that all officers of the Board are registered at the Kamer van Koophandel;
 7. The social media presence of the Board.
- § 8 Pursuant to Article 7 § 8 the Board may make further regulations for itself as it sees fit. These must be appended to this Policy Manual in Annex D. These regulations may be

adapted at the pleasure of the Board, so long as all officers are aware of the changes and the published version is updated before the next GA.

1. Per Article 6 §§ 6.12 & 6.14 the GA decided that the self regulations will also apply to the Social Board and Academic Board, insofar as the Board deems this to be necessary.

§ 9 The Board will schedule meetings with the Social Board and Academic Board to ensure that there is a good working relationship within the MoU.

1. The Board should consider scheduling a meeting of the entire MoU at least twice a semester.

Title 6 The Social Board

§ 1 Pursuant to Article 6 § 6.11 the General Assembly established the Social Board for the fulfillment of the social and recreational mission of the Association, and represent the interests of members of the Association.

§ 2 The Social Board is composed of four officers, a Chair, a 'Social External Executive', a 'Social Internal Executive', and a 'Social Acquisitions Executive'. Officers must be members of the association, they are selected according to the procedures laid out in Title 4. Each officer is elected for a term of one year (two semesters), subject to termination by the appropriate authority. Officers may resign before the end of their term.

1. If an office comes vacant either because the current term is expiring, the officer is resigning, or is removed from office, then the Board will arrange for a new selection procedure.
 - a. Executives who are elected to fill an 'early' vacancy begin their own new two semester term at the start of a new semester. In the event that they are elected in the middle of a semester, the new executive will serve out the current semester and begin their own term at the commencement of the new semester.
2. Officers may be re-elected, however they must re-apply per Title 4.

§ 3 All members of the Social Board share the responsibility to:

1. Ensure that extracurricular social activities are organized.
2. Function as a direct point of contact for students who have (social) queries, and a method of communication between committee boards and the Social Board;
3. Manage the committees of the Association.

§ 4 The following rules apply to all members of the Social Board and Social Board meetings.

1. Each member of the Social Board is required to attend:
 - a. Social Board meetings;
 - b. Meetings of other MoU bodies as required;
 - c. Meetings allocated to them in their responsibilities;
 - d. General Assemblies;
 - e. As many events as is reasonably possible, with a preference for events hosted by their committees;
 - f. Any other meetings or activities where attendance is deemed to be in the interest of the Association.
2. SB officers may be excused from attending at the discretion of the rest of the SB.
3. Each officer will have one vote in SB meetings, of equal weight.
4. Each officer of the SB is a representative of the Association and should conduct themselves in an appropriate manner, maintaining the good reputation of the Association.

- § 5 The Social Chair is accountable for all executive decisions made by the Social Board. The tasks of the Chair are:
1. Appointing one of the SB executives to fulfill the role of SB Vice-Chair;
 2. Planning and chairing the weekly Social Board meetings;
 3. Attending Management Team meetings, typically every three weeks;
 4. Attending weekly meetings with the vice-dean of student affairs;
 5. Ensuring a semester plan is established;
 6. Attending monthly Community Task Force meetings, typically once a month;
 7. Communicating, in a transparent manner, with the Treasurer of the Board about budgetary spendings;
 8. Maintaining proper communication within the SB;
 9. Ensuring that proper relations with all other offices of trust in the Association are maintained;
 10. Ensuring that all executives on the Social Board write their part of the semester report;
 11. Attending monthly meetings with FSE study associations and other boards to coordinate and plan inter-faculty events.
- § 6 The Social Vice-Chair is responsible for the fulfillment of the tasks of the Social Chair in the event that they are unable to do so. The tasks of the Social Vice Chair are:
1. Upon request by the chair, taking over responsibilities of fellow executives when they are unable to do so. When the chair is unable to make such a request, task redistribution is up to the discretion of the Vice-Chair;
 2. Taking minutes during weekly SB meetings.
- § 7 The Social External Executive is responsible for keeping a good rapport between the Social Board and the study associations of other university colleges. The tasks of the Social External Executive are:
1. Directly overseeing 1/3 of all committees within the Association and managing relations between the Social Board and committee boards;
 2. Representing the interests of members of the Association to the University College Representative of the Netherlands (UCSRN) by attending bi-weekly meetings of the UCSRN Social Committee;
 3. Representing the interests of members of the Association to other Liberal Arts & Sciences colleges in the Netherlands;
 4. Ensuring inter-faculty cooperation and communication in Maastricht on behalf of the Social Board by maintaining good relations with other study associations and relevant parties.
- § 8 The Social Internal Executive is responsible for internal communication between the Social Board and members. The tasks of the Social Internal Executive is responsible are:
1. Directly overseeing 1/3 of all committees within the Association and managing relations between the Social Board and committee boards;
 2. Advertising events of the Social Board virtually and on-site at UCM;
 3. Coordinating the organization for the semesterly introduction days for first year students;
 4. Managing the social media presence of the Social board;
 5. Ensuring all committees can be found by new students by organizing the committee fair;
 6. Making, printing, and distributing posters for all committee events.

- § 9 The Social Acquisitions Executive is responsible for partnerships, sponsorships and keeping track of the material inventory of the Association. The tasks of the Social Acquisitions Executive are:
1. Directly overseeing 1/3 of all committees within the Association and managing relations between the Social Board and committee boards;
 2. Ensuring that an accurate and up-to-date inventory is kept of all material assets of the Association;
 3. Ensuring that the Association has snacks and drinks in sufficient quantities for events;
 4. Establishing partnerships and sponsorships on behalf of the Association for the common benefit of all members;
 5. Creating a strategy and planning the delivery of merchandise for all members of the Association.
- § 10 Members of the Social Board must familiarize themselves with this and other relevant legal UCMSA documents.

Title 7 The Academic Board

- § 1 Pursuant to Article 6 § 6.11 of the Statutes, the General Assembly established the Academic Board for the fulfillment of the academic and representational mission of the Association.
- § 2 The Academic Board is composed of four officers, a Chair, an 'Academic External Executive', an 'Academic Internal Executive', and an 'Academic Events Executive'. Officers must be members of the association, they are selected according to the procedures laid out in Title 4. Each officer is elected for a term of one year (two semesters), subject to termination by the appropriate authority. Officers may resign before the end of their term.
1. If an office becomes vacant because a term is expiring, the executive is resigning, or the executive is removed from office, the Board will arrange for a new selection procedure.
 - a. Executives who are elected to fill an 'early' vacancy begin their own new two semester term at the start of a new semester. In the event that they are elected in the middle of a semester, the new executive will serve out the current semester and begin their own term at the commencement of the new semester.
 2. Executives may be re-elected, however, they must re-apply per Title 4.
- § 3 All members of the Academic Board share the responsibility to:
1. Accurately represent all UCM students to the UCM administration either through their presence on the Management Team, or the Educational Program Committee (EPC) and/or the Faculty Program Committee (EPC LAS);
 2. Function as a direct point of contact for students who have (academic) queries, and a method of communication between students and staff, for concerns of any nature;
 3. Organizing the AB mentor program each semester;
 4. Aid the events coordinator in academic acquisitions.
- § 4 The following rules apply to all members of the Academic Board and Academic Board meetings.
1. Officers must attend the following meetings:
 - a. Weekly AB meetings;
 - b. Monthly Educational Program Committee meetings;
 - c. Monthly FSE student council meetings, with all FSE student EPC members;

- d. Meetings with other MoU bodies as deemed necessary;
 - e. General Assemblies;
 - f. Meetings allocated to them in their responsibilities;
 - g. As many events as is reasonably possible, with a preference for events which are relevant to their respective position;
 - h. Any other meetings or activities where attendance is deemed to be in the interest of the Association.
2. Officers may be excused from attending these meetings at the discretion of the rest of the AB.
 3. Each officer of the AB has one vote in AB meetings. Votes are of equal weight.
 4. Each officer of the AB is a representative of the Association and should conduct themselves in an appropriate manner, maintaining the good reputation of the Association.
- § 5 The Academic Chair is accountable for all executive decisions made by the Academic Board. The tasks of the Chair are:
1. Appointing one of the AB executives to fulfill the role of AB Vice-Chair;
 2. Planning and chairing the weekly AB meetings;
 3. Attending Management Team meetings, typically every three weeks;
 4. Attending weekly meetings with the vice-dean of student affairs;
 5. Ensuring a semester plan is established;
 6. Communicating, in a transparent manner, with the Treasurer of the Board about budgetary spendings;
 7. Maintaining proper communication within the AB;
 8. Maintaining proper relations with the other bodies of the MoU;
 9. Ensuring that all executives on the Academic Board write their part of the semester report.
- § 6 The Academic Vice Chair is responsible for the fulfillment of the tasks of the Academic Chair in the event that they are unable to do so. The tasks of the Academic Vice Chair are:
1. Upon request by the chair, taking over responsibilities of fellow executives when they are unable to do so. When the chair is unable to make such a request, task redistribution is up to the discretion of the Vice Chair;
 2. Taking minutes during weekly board meetings.
- § 7 The Academic Events Executive is responsible for the organization of AB events. The tasks of the Events Executive are:
1. Organizing and maintaining an overview of the events of the AB;
 2. Coordinating the logistics of AB events. This includes, but is not limited to:
 - a. Communicating, mostly via email, with relevant event attendees, such as guest speakers and UCM alumni;
 - b. When relevant, negotiating compensation with attendees concerning travel reimbursement, or monetary compensation. This is best done in cooperation with the Treasurer of the Board;
 - c. Developing new event ideas, and coming up with new concepts for existing ones such as 'Life After the Bubble', 'Curriculum Fair', 'UCM Forum', 'Comments and Cookies', etc.
- § 8 The Academic Internal Executive is responsible for internal communication between the AB and association members. The tasks of the Internal Executive are:

1. Advertising events of the AB, for example via Facebook or Instagram;
 2. Managing the social media presence of the AB;
 3. Making, printing, and distributing posters for AB events;
 4. Working closely with the AB Events Executive on the logistics of AB events wherever needed.
- § 9 The Academic External Executive is responsible for keeping a good rapport between the UCM AB and academic boards of other university colleges associations. The tasks of the External Executive are:
1. Maintaining a relationship with the AB external executives of fellow members of the UCSRN;
 2. Attending monthly meetings with the UCSRN Academic Council;
 3. Attending General Assemblies of UCSRN;
 4. Representing the Association in communications with the Freiburg University College, to facilitate the yearly exchange.
- § 10 Members of the Academic Board must familiarize themselves with these Titles and other relevant legal UCMSA documents.
- § 11 In agreement with the Management of UCM and the Faculty Board and Council of the Faculty of Science and Engineering, the members of the Academic Board serve as the student members of the Educational Program Committee (EPC) of UCM in the sense defined by Faculty and University Regulations and by law. In this capacity members of the Academic Board participate in *medezeggenschap* and have legal rights owing to this capacity which they must familiarize themselves with.
- Title 8 The Independent Body
- § 1 The tasks of the IB are enumerated in Article 8 § 5 of the Statutes, and expanded by these Titles.
- § 2 Pursuant to Article 8 § 1 the IB is composed of three to five officers. Qualifications for serving on the IB are listed in Article 8 § 2.
- § 3 When making decisions the IB should reach a consensus between the officers. If this is not possible they may agree to vote on a matter.
1. All officers of the IB are of equal standing.
 2. The IB should appoint one of its officers to present a decision to the relevant parties.
 3. The IB may authorize individual officers to represent the entire IB in a particular case or for a particular issue.
- § 4 Pursuant to Article 8 §§ 5.1 and 5.2, the IB is responsible for representing, and interpreting the Statutes and these Titles. Individual officers may answer questions which arise if the answer is straightforward and relies directly on the text. If they are in doubt as to the answer or appropriate interpretation, they should consult the other officers of the IB before making their viewpoint known.
1. If the IB believes that amendments to either the Statutes or these Titles are necessary, they may recommend these to the GA.
- § 5 Pursuant to Article 8 § 5.3 the IB is responsible for hearing complaints against the Board. These will include complaints made against individual officers of the Board. In addition, the IB is responsible for hearing complaints against other MoU bodies or officers thereof.
1. Complaints may be made against the MoU if a member believes that the MoU or an officer thereof:

- a. Treated the Association in an unreasonable manner (refer to Title 12 § 1);
 - b. Did not represent the Association appropriately;
 - c. Mismanaged the Association;
 - d. Failed to fulfill their responsibilities as outlined in the Statutes and these Titles;
 - e. Otherwise did not perform their duties.
2. The IB may receive complaints from members or complaints which are forwarded by the Board in case the complaint was originally filed with the Board. In either case the IB will issue a receipt of the complaint to the complainant and inform the Board that a complaint has been made.
 3. The IB will be responsible for conducting the investigation into the complaint.
 4. The MoU is compelled to cooperate with the investigation.
 - a. They must answer all questions which are deemed relevant by the IB.
 - b. They must provide any and all documentation requested by the IB.
 - c. If the MoU or a member thereof fails to cooperate with the investigation the IB must presume that the complaint has merit and is grave. Refer to paragraph 7.
 5. If the IB finds that the complaint does not have merit they should motivate their decision to the complainant and inform the Board.
 6. If the IB finds that the complaint has merit, but is not particularly grave, then the IB should organize a mediation session between the complainant and the MoU to ensure that all parties are satisfied, appropriate apologies are made, and a plan for next steps is drafted. If the complainant does not want to participate in the session, the IB should discuss its findings with the MoU and a path forward. Both sessions should aim to prevent future problems. Complaints with merit are not particularly grave if:
 - a. The impact on the Association, a member, or a group thereof, is small, negligible, or excusable;
 - b. The actions which resulted in the complaint were not malicious or indicative of incompetence;
 - c. The actions are not likely to be repeated or result in future missteps.
 - d. The IB will inform the complainant that if they are not satisfied with the results of the mediation session the complainant may themselves present (a) motion(s) to dismiss (a) member(s) of the Board to the GA pursuant to Article 6 § 6.7.
 7. If the IB finds that complaint has merit and is particularly grave they will file a motion for the dismissal of the relevant officers of the MoU per Article 6 §§ 6.7 & 6.13 for the next GA.
 - a. The GA hereby authorizes that the filing of such a motion will result in the suspension of the relevant MoU officer(s) duties pending their termination by the GA pursuant to Article 6 §§ 6.7 & 6.13.
 - b. If the next scheduled GA is more than one month away the Board must call a GA to consider the dismissal motions as soon as is permissible by the regulations on calling a GA.
 - c. If the IB files motions to terminate the entire Board, a GA will be called as soon as is permissible by the regulations on calling a GA.
 - d. If the Board refuses to call a GA as required here an emergency will be present and the IB should consider the Board incapacitated, refer to Title 8 § 8.

- e. The IB or remaining Board officer(s) should ensure that a motion for the installment of new MoU officers is also on the agenda in case the motion to dismiss officers of the Board is passed. Refer to Title 4.
8. Investigations into complaints against the MoU may not take more than 4 weeks.
- § 6 Pursuant to Article 8 § 5.4, the IB is responsible for hearing appeals against decisions of the MoU. Appeals may be submitted in consequence of a procedure specifically outlined in the Statutes of these Titles or due to some other decision made by the MoU.
- 1. In most cases appeals must be submitted to the IB within two weeks of the MoU informing the member(s) of its decision. However; if a different time frame is specified elsewhere for a particular case it will be binding.
 - 2. Appeals may be made on the grounds that the MoU:
 - a. Did not give sufficient reasons for its decision;
 - b. Acted maliciously or inconsistently;
 - c. Contravened the Statutes or these Titles in its decision;
 - d. Other procedural reasons.
 - 3. The IB will issue receipt of the appeal to the appellant and inform the Board of the appeal.
 - 4. The MoU should give the IB its motivation for the decision. The MoU is compelled to answer any questions the IB might have.
 - 5. The IB should give the appellant sufficient opportunity to make their case.
 - 6. At its discretion the IB may hold a mediation session and or hearing on the matter.
 - 7. The IB must make a decision and make this known within two weeks of receipt of the appeal.
 - a. While the appeal is pending the MoU's decision will still be in effect, but the MoU should not take actions which might aggravate the situation.
 - 8. As regards sanctions resulting from decisions made under Title 12 the IB may set aside the imposed sanctions. The Board may then decide to impose sanctions which are consistent with the Statutes and these Titles.
- § 7 Pursuant to Article 8 § 5.5 the IB is responsible for auditing the reports and conduct of the MoU.
- 1. The Board must provide the semesterly financial report along with all financial records and other relevant documents to the IB for its semesterly financial audit. In addition, they must provide all relevant documents to the IB for the semesterly audit of the MoU's conduct. The MoU should answer the IB's questions in regard to this matter.
 - a. An officer of the IB will present the previous semester's audit to the GA at the first GA of the new semester.
 - b. The IB may make recommendations for changes to the MoU and GA in its report.
 - 2. The MoU must provide all relevant documents to the IB as relates to other audits the IB may be tasked with conducting.
- § 8 In the event of an emergency where the entire Board is incapacitated and cannot convene the GA as required by the Statutes or regulation the IB will itself convene the GA in accordance with Article 6 § 2.3 and without regard for Article 6 § 2.4. Such a GA is convened in the name of the incapacitated Board. At such a GA disregard any regulation regarding which member will chair the GA, instead refer to Article 6 § 4.1.
- 1. The GA will only be convened under this section if it is required by the Articles or regulation, and not a GA convened at the discretion of the Board.

§ 9 Pursuant to Article 8 § 6, the decisions made by the Independent Body are final insofar as they cannot be appealed within the Association.

Title 9 The Advisory Council

§ 1 The tasks of the Advisory Council are enumerated in Article 9 of the Statutes, and expanded by these Titles.

§ 2 The Advisory Council shall be chaired by a member of the Association elected by the general assembly, who shall serve for a term of one academic year.

1. The Chair of the Advisory Council shall be responsible for calling and presiding over meetings of the Advisory Council, preparing the agenda, and ensuring that the Advisory Council's advice is communicated effectively to the relevant organs of the Association.
2. The Chair of the Advisory Council shall communicate the Advisory Council's advice to the Board and other organs of the Association in a timely manner.
3. The Chair of the Advisory Council shall also represent the Advisory Council in its dealings with the Board and other organs of the Association. In the event that the Chair of the Advisory Council is unable to fulfill their duties, they shall designate another member of the council to act as chair in their place.

§ 3 The Advisory Council shall hold at least three meetings per year.

1. The first meeting shall be held within two months of the election of the Chair, the second meeting shall be held within six months of the first meeting, the third meeting shall be held with members of the Board and the Independent Body present.
2. Additional meetings may be called by the Chair or by a majority of the council members, with at least two weeks' notice given to all members.

§ 4 The Advisory Council shall be given the opportunity to give advice at every general assembly of the Association.

1. The Chair of the Advisory Council shall have the right to speak on behalf of the council and present the Advisory Council's advice to the general assembly.
2. The Advisory Council's advice shall be considered by the general assembly, but it shall not be binding.

§ 5 The Advisory Council may also be asked to provide recommendations on specific issues or initiatives by the Board, Independent Body, or any other organ of the Association.

1. The council shall review the issue or initiative and provide a short written brief with its recommendations to the requesting organ within a reasonable timeframe.
2. The Advisory Council shall be responsible for archiving all short written briefs given to any organ of the Association as part of its advisory duties. These briefs shall be kept in a secure and easily accessible location and shall be made available to members of the Advisory Council upon request.
3. The requesting organ shall consider the council's recommendations when making its decision but shall not be bound to follow them.

§ 6 Non-members of the Association may become members of the Advisory Council upon a vote in the General Assembly per qualified majority.

1. The Advisory Council shall present a list of recommended non-members to the General Assembly for approval.
2. The term of office for non-member Advisory Council members shall be determined before the recommended non-member is presented to the General Assembly for approval.

3. Non-member Advisory Council members shall have the same rights and responsibilities as member Advisory Council members.

Title 10 Committees

- § 1 Pursuant to Article 6 § 6.14 the General Assembly empowers the Board to establish committees, societies, and teams as organs of the association per Article 6 § 6.11.
1. For the purposes of these titles the term 'committee' should be understood to include all organs which the Board establishes in consequence of this Title.
- § 2 In accordance with the Statutes all committees must contribute to the realization of the mission of the Association.
1. Fraternities, sororities, year clubs and other such groups cannot be committees of UCMSA Universalis and are not eligible for financial assistance.
- § 3 A list of the active committees of the Association is appended to these titles in Annex A.
1. The MoU will update the list at least once a semester and report the changes to the GA.
- § 4 Committees should have a chair, secretary and treasurer. This is the board of the committee. Committees may communicate with the Social Board about alternative arrangements.
1. The chair shall oversee the committee as a whole and its functioning.
 2. The secretary shall oversee the organisational aspect of the committee.
 3. The treasurer shall oversee the financial aspects of the committee.
- § 5 Members may freely put themselves together to create new committees. Until committees are added to the list of committees in the appendix they are newly founded committees.
1. Newly founded committees should communicate with the Social Board to ensure that they don't overlap with an existing committee and to facilitate support for the committee.
 2. The MoU must ensure that the mission of the committee serves to help fulfill the mission of the Association.
 3. Newly founded committees may request a budget from the Social Board. Together with the Treasurer, the SB will consider this request on a case by case basis in accordance with the financial regulations.
 4. The Board may refuse to add a newly founded committee to the committee list. This refusal must be motivated and may be appealed to the IB per Title 8 § 6.
- § 6 A committee will be removed from the active committee list after two semesters of inactivity. Committees are inactive if:
1. The committee has no committee board or alternative arrangement with the Board;
 2. No member attends the GA in a capacity representing the committee;
 3. The committee has not submitted a semester plan.
- § 7 The Social Board will assign an Executive to each committee in order to facilitate communication and the functioning of a committee.
1. 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 SB and Board shall decide upon the course of action to resolve the conflict.
- § 8 Committees must submit a semester plan to the Social Board at the end of each semester for the upcoming semester including the names of the members on the committee

- board, an outline of their planned events, and a budget request. Where necessary, the Executive(s) assigned to the Committee will give feedback on these plans.
- § 9 In order to organize an event, a member of the committee should contact their executive. Room bookings and scheduling are the responsibility of the Secretary of the Board in communication with the executive.
- § 10 In order to request more budget than initially granted at the General Assembly, the treasurer of the committee must contact the treasurer of the Board.
- § 11 In any case of emergency, be it financially, organisationally or regarding members, committees must contact their executive or the Board.
- § 12 Committee board members should be present at every GA. In any case, at least one committee board member must be present at a GA. In case no one is able to attend, the Committee must inform the Board in writing three days in advance. Failure to do so can result in consequences at the Board's discretion.
- § 13 Committee treasurers must be present at every Committee Treasurer meeting, in case the treasurer cannot attend they must appoint a substitute from the committee board to attend. In case no-one is able to attend, the Committee must inform the Board at least three days in advance. A failure to do so can result in consequences at the Board's discretion.
- § 14 If a committee or individual committee board member fails to fulfill their responsibilities, the Board may impose consequences at its discretion. The Board can decide to:
1. Continue the Committee with the current committee board member(s), with the possibility of attaching conditions for future activities;
 2. Enforce a change of the committee board member(s);
 3. Discontinue the Committee and remove it from the active committee list.
- Title 11 Financial Regulations
- § 1 The annual membership fee payable by all members per Article 5 § 1 is zero euros per year. This may be amended by the GA pursuant to Article 6 § 6.1.
- § 2 The GA must allocate the Universalis budget in a manner which will realize the mission statement of the Association and in which the resources of the Association serve the interests of all members.
1. No expenditure may be made which constitutes a direct donation to a charitable organization.
 - a. Association resources may be used to facilitate events at which fundraising is done for charitable organizations.
 - b. The Charity Committee shall be responsible for organizing the selection of a charity by the members every semester. All funds raised by any committee for charitable causes will be donated to that charity.
 2. The Association may not contribute to the individual resources of members.
 - a. No scholarship may be established.
 - b. No member may be paid or remunerated for services.
 - c. Nothing may be purchased for the personal use of a/some member(s)
- § 3 When drafting the budget motion per Title 3 § 6.3 the treasurer will consider the following criteria:
1. The strength of each Committee's semester plan and financial planning;
 2. Upcoming UCSRN financial commitments;

3. Maintain 10 percent of the total budget as contingency;
 4. Budget limits and guidelines in §§ 4 through 7
 5. Any additional upcoming financial requests or commitments.
- § 4 The GA should budget within the following limits, deviations may be made in exceptional circumstances:
1. Day trips may be funded up to 15 euros per participant excluding costs to the participants;
 2. Trips longer than one day may be funded up to 30 euros per participant excluding costs to the participants;
 3. Snacks and drinks at a (recurring) meeting/event shall not exceed 10 euros per event/meeting except in the following cases:
 - a. If the event is centered around Food or Drinks
 - b. If the event is expected to have more than 30 people
 4. Funding for Speaker's gifts shall not exceed 10 euros per speaker;
 5. Funding for prizes of some sort shall not exceed 10 euros per event;
 6. Funding for Waffle Wednesday shall not exceed 25 euros per event;
 7. No more than 50 euros per officer of the MoU will be budgeted for bonding activities.
- § 5 No event for which full participation costs per person is more than 10% of the UCM EU tuition fees will receive funding from the Universalis budget or other resources. Full participation cost includes proposed Association contributions, travel costs, boarding costs, other tickets etc.
- § 6 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 chosen.
1. 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.
- § 7 UCMSA Universalis should not provide funding for meals during meetings, exceptional cases can still be decided upon by the Board, in which case a funding request must be handed in prior to the meeting.
- § 8 The treasurer must ensure that all budgeted expenses can be paid from the assets of the Association.
1. This duty may be disregarded in the event that the GA budgets more than is available at the start of the semester. In this event, the treasurer must ensure that only budgeted expenses are paid out until a new budget is passed by the GA. The treasurer must inform the GA of this before the budget is passed.
- § 9 The treasurer may pay expenses out of the contingency budget for unforeseen emergency and other necessary expenses which were not budgeted for.
1. The contingency budget will not exceed 10 percent of the Association's budget.
 2. Any expenditure from the contingency budget must be made known at the next GA, and should be included in the IB's audit.
 3. If a single expenditure from the contingency budget is more than 5 percent of the total budget of the association, the Board must notify the members through all possible communication channels at the time of the expenditure.

- § 10 If the treasurer foresees a surplus at the end of a semester, they should make this known to the members before the last GA of the semester, so that members may present motions to spend the surplus.
1. At the end of the semester, any leftover money will be included in the total assets available for budgeting at the start of the next semester.
- § 11 All expenses budgeted for, but not spent, lapse at the end of the semester. If a member still wishes to make the expenditure, they must ask the GA to budget for it again.
- § 12 The expenses planned for the period between the last GA of the old semester and the first GA of the next should be covered by a stop-gap budget made at the last GA of the old semester.
1. This budget may draw on the expected assets of the new semester, but not the surplus remaining from the last.
 2. The stop-gap budget should be included in the semester report and audit of the new semester.
- § 13 The treasurer is responsible for paying the expenses of the Association.
1. If a member incurs a budgeted expense for the Association, they may file a reimbursement with the treasurer.
 - a. Reimbursements must reference a specific item from the budget;
 - b. Specify an amount to be reimbursed;
 - c. Include a receipt (showing a payment breakdown) by the member;
 - d. Include the signatures of the member and treasurer;
 - e. Specify a date paid out.
 - f. Any statiegeld expenses, are to be deducted from the requested reimbursement
 2. No reimbursement will be made for expenses not budgeted.
 3. Reimbursements should be paid by direct transfer from the Association's bank account to the account of the member. In exceptional circumstances the treasurer may determine that a cash reimbursement is acceptable, a record of this should be included in the cash flow document and written on the reimbursement form.
 4. The treasurer may pay expenses directly from the account of the association in coordination with the member responsible for the expense.
 - a. Such transactions must have proof of payment.
- § 14 The treasurer is responsible for maintaining the books and financial record of the association.
1. Everything that appears in the administration should reappear in the books.
 2. Everything in the books should be justified by receipt or proof of payment.
 3. Wrong payments and the corrections need to be filed together, stapled.
 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;
 - a. On the same page in the books it should be justified how the money is spent.
 7. All receipts and/or proof of payment should be attached to the corresponding reimbursement form.
 8. The treasurer has to make sure that the readability of the receipts and/or proof of payment is optimal.
 9. Without receipt and/or proof of payment, an issue cannot be marked as filed.
 10. Without a receipt and/or proof of payment the file cannot be filed in the books.

11. 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.
 12. The cash flow forms in the books should refer to their corresponding bank account transactions, if applicable.
 13. 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.
- § 15 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.
1. 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.

Title 12 Security Procedures

- § 1 The boardroom is secured by a key kept in a coded lockbox. A spare key is kept by UCM.
1. Only officers of the MoU are allowed to unlock the boardroom.
 2. Keys held by the Association for other rooms of the UCM building will be managed by the MoU. They must be kept in the keybox in the boardroom. When members need to use a key, they sign their name and the date and time when they took the key. The key must be signed back in when it is returned. The Board may make provisions for the enforcement of this rule.
 3. The key to the cabinet with the money boxes in the boardroom must be kept in a secure location known only to the MoU.
- § 2 The Board will maintain an archive (digital or analog) of the access codes for all digital services used by the association. This will include the access codes for digital services used by committees.
1. The codes to the bank account of the Association will only be known by the Treasurer and President of the Board. Backup copies of these codes should be kept separately in the vault.
- § 3 The code to the vault in the boardroom should only be known by the current President and Treasurer of the Board, and should not be written down in any shape or form in any location.
1. Cash securely stored in the boardroom shall never amount to more than 2000 euros in total.
 2. Cash outside of the vault, inside the money boxes in the locked cabinet in the boardroom, will never amount to more than 500 euros in total.
 3. Cash held in the vault will not exceed 1500 euros. Cash in the vault must be kept in marked envelopes which refer back to entries in the cash flow document.
 4. Money boxes will not be stored outside the boardroom. When they are removed from the boardroom they must be the responsibility of a specified member. The MoU must ensure it knows who is responsible for each money box, and may make rules accordingly.
 5. Before any break of more than five working-days, the cash inside the vault must be deposited in the bank, even if it does not exceed the limit stipulated in paragraph 1.

6. When the thresholds stipulated in paragraphs 2 or 3 are exceeded, the cash shall be deposited in the bank, leaving up to 500 euros distributed between the money boxes and the vault for day-to-day use.
7. The procedure of depositing cash in the bank will be as follows:
 - a. The Treasurer along with one of the other MoU officers will transport the money to the bank. These are the carriers;
 - b. The carriers stipulated in paragraph 7(a) will not be held liable in a case of loss of money due to *force majeure*;
 - c. The exemption from liability stated in paragraph 7(b). shall not apply when there is an act of neglect on behalf of the carriers as determined by the Independent Body;
 - d. The Independent Body must be notified that cash was deposited.

§ 4 Asset security

1. All assets purchased with Association funding belong to the Association.
2. All members should have access and be able to use the assets of the Association within reasonable limits.
 - a. These limits may be set by the Board, and or the relevant committee which has control over the assets in question.
3. The responsibility of storage and management of certain assets can be delegated to a committee.
 - a. If a committee purchases something with a budget allocated to them, those assets will be the responsibility of that committee.
 - b. The MoU should maintain an overview of the Association's assets.
 - c. The MoU should maintain an overview of, if relevant, which committee or member has the responsibility of storage and management of certain assets.
4. For events not associated with Universalis, assets owned by Universalis cannot leave the UCM building unless:
 - a. A written agreement is made between the requesting party and the Board, the contract will specify that the third party will be liable for Universalis assets lent to them in cases of loss, damage and theft;
 - b. If the Board deems it necessary, a security deposit is transferred to Universalis prior to assets leaving the building;
 - c. The committee responsible for the storage and management of the relevant assets is informed and gives permission.
5. If assets are lost, damaged, or stolen, the Board, with the assistance of the relevant committee, should make a determination of the nature of the loss and who is responsible for the loss.
 - a. If deemed necessary by the board, depending on the nature and value of the loss, Title 11 § 5.2 will be followed.
 - b. In case of lost, damaged or stolen assets, Title 12 will be enforced when it concerns members. When the assets are lost, damaged and stolen under the responsibility of a third party, the written agreement should be enforced.
 - c. In case of damage, the Board, together with the assistance of the relevant committee, should make a determination of the nature of the damage;
 - i. In case of natural deterioration, as determined by the Board and the relevant committee, the party using the asset(s) will not be held liable.

- ii. In case of intentional damage, Title 12 will be enforced when it concerns members. When the damage is done by third parties, the written agreement between the Board and the relevant party should be enforced.

§ 5 The following procedure will be set into motion in cases of loss of cash, by theft or otherwise (including suspected misplacement), and unauthorized charges to the Association's bank accounts, or unauthorized use of an Association debit or credit card, is as follows:

1. A determination of loss will be made by the Treasurer and at least one other officer of the MoU ;
2. After the determination of a loss:
 - a. The Treasurer will make an overview of the lost amount;
 - b. The President of the Board will be informed immediately (if they did not determine the loss of money);
 - c. The Independent Body will be informed by the President and Treasurer immediately;
 - d. At least one staff member of the Management Team will be informed immediately;
 - e. The Board will file a police report as soon as points a-d have been completed;
 - f. Members of the MoU who have not yet been informed shall be informed at the next available opportunity, once a-e have been completed;
3. In the next Management Team meeting after the procedures of paragraph 2 have been completed, one of the Board members will inform the entire Management Team;
4. After completion of the procedures in paragraph 2 a meeting will be held between the Board and the Independent Body to discuss possible steps forward depending on the case at hand. In deciding when to inform the community, the Board may choose to:
 - a. Not wait for the police to respond to the report;
 - b. Wait for an initial response from the police;
 - c. Wait for the final police report on the matter.
5. In all cases, after notifying the community:
 - a. The Board may decide to call an emergency General Assembly to discuss the loss of money;
 - b. Otherwise, the Board will announce that the loss of money will be discussed at the next regular General Assembly;
6. In all cases of a loss of money, Title 11 § 3 must be revisited. The Board and IB may decide to recommend changes to this policy to the GA.
 - a. If no changes are recommended, justification must be provided by either the Board or the IB.

Title 13 Sanctions, Suspension and Termination of Membership

§ 1 The Board may open inquiries against, and must consider all complaints made by any person against any member for their:

1. Failure to fully meet their financial obligations to the Association;
2. Misconduct occurring at or in relation to the organization of: any event or activity organised by, receiving funding from or otherwise associated with the Association;
3. Abuse, harassment, or discrimination as prohibited by Dutch law;
4. Theft of, or intentional damage to, UCMSA Universalis or personal property;
5. Attempts to defraud and actual fraud against the Association;

6. Actions contrary to the Statutes, these Titles, and or decisions of the Association.
- § 2 “Unreasonable treatment” as used in Article 4 § 4.1(c) is limited to those actions enumerated in § 1 of this title.
- § 3 The Board may call upon members of the AB and SB when opening inquiries against any member, and handling complaints.
- § 4 The Board shall not open an investigation into an officer of the MoU. If the Board receives a complaint against an officer of the MoU they must forward it to the IB as soon as possible, and inform the complainant that they have forwarded the complaint and that the IB will contact them with more information. The IB will process these complaints as they would other complaints per Title 8 § 5.
- § 5 The Board may not delay the handling of a complaint against a member of the MoU by failing to comply with § 4.
- § 6 Upon opening an investigation, or receiving a complaint against a member, the Board will complete the following steps in order:
 1. Issue receipt of the complaint to the complainant. If the investigation was started internally, document it appropriately.
 2. Notify the allegedly offending member that there is an investigation regarding their conduct, withholding the identity of the complainant and, at the Board’s discretion, the specific nature of the complaint.
 3. Notify the IB that an investigation has been opened into the conduct of a member. The Board will share that information which they believe at the time to be appropriate.
 4. Discuss the complaint at a Board meeting within two weeks of the start of the investigation. Relevant SB and AB members will attend this discussion if the Board has called upon them when handling the complaint.
 - a. The Board shall base their decision upon the relevant Statutes and/or regulations as laid out in the Policy Manual.
 5. Inform the complainant, the (allegedly) offending member, and the IB of their findings and any resulting sanctions in writing and, if desired, in person.
 - a. If the offending member had not previously been made aware of the specific nature of the complaint before this time, they must be informed at the latest when sanctions against them are disclosed.
 6. Whatever the findings of the Board, they will inform all parties of the appeals process.
- § 7 In the course of its investigation the Board will have the power to:
 1. Request pertinent information from the complainant;
 2. Request pertinent information from the allegedly offending member;
 - a. If the Board exercises this power they will be compelled to inform the member of the allegations against them in such a time so that the member has the opportunity to prepare to answer the questions of the Board.
 - b. The allegedly offending member may refuse to answer questions and retains their right to counsel, pursuant to Dutch law. A refusal to answer questions cannot be interpreted as an admission of guilt.
 3. Request pertinent information from other members.
 - a. If the Board exercises this power they must inform the member of the matter at hand to a reasonable extent without breaching the confidence and integrity of the investigation.

- b. Members may refuse to answer questions and retain their right to counsel, pursuant to Dutch law.
- 4. The IB may monitor any interviews conducted by the Board in the course of its investigation. It will be made clear to the witness that the IB is present to monitor the conduct of the Board and not to pass judgment or in any way contribute to the investigation.
- § 8 After finding that a member has offended against the Association, the Board may issue the sanctions below in any combination at its discretion.
 - 1. An official warning may be issued.
 - 2. Theft or damage to property shall be compensated by the offending member, if the matter regards fraud then it shall also be compensated;
 - 3. Members may be barred from future service on a committee;
 - 4. The member may be made to be in bad standing for a time. This bars the member from participation in all activities of the Association events and prevents the member from attending and voting at the GA;
 - 5. The member may be suspended pending termination from the Association pursuant to Article 4 § 4. If the Board elects to suspend the member they must file a Motion with the GA to terminate the membership and must make public the details of their investigation, while withholding sensitive personal information especially in cases of sexual misconduct.
- § 9 All decisions of the Board including, but not limited to, findings of responsibility, dismissal of complaints, and the issuance of sanctions may be appealed to the Independent Body. Refer to Title 8 § 6
- Title 14 Privacy and Data Regulation
 - § 1 The Board will ensure that members are given access to their personal data, and upon request, the Board shall provide members with:
 - 1. the purpose of the data collection;
 - 2. the categories of concerned collected data;
 - 3. the period for which the data will be stored;
 - 4. how the Board was able to gain access to this personal data.
 - § 2 Personal data will only be processed if it is deemed necessary for the proper functioning of the Association and if at least one of the following applies:
 - 1. the data subject has given consent to the processing of their personal data for one or more specific purposes;
 - 2. processing is necessary for compliance with a legal obligation of the Association;
 - 3. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
 - 4. processing is necessary in order to protect the vital interests of the member or of another natural person;
 - 5. processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the *Autoriteit Persoonsgegevens* (AP);
 - 6. processing does not override fundamental rights and freedoms of the member, in particular where the member is under the age of eighteen.
 - § 3 The Board has the obligation to, without undue delay, rectify any inaccurate personal data concerning any members, if the member files a complaint with the Board regarding an inaccurate or incomplete representation of their data.

- § 4 The Board has the obligation to remove any personal data concerning any member, if one of the following applies:
1. the member withdraws consent to processing and there are no overriding legitimate grounds for the processing;
 2. the processing of the personal data is in violation of § 2;
 3. the personal data has to be erased for compliance with a legal obligation;
 4. the personal data is no longer necessary for the proper functioning of the Association.
- § 5 The Association has the obligation to give the data subject the right to stop or prevent the Association from processing their personal data.
- § 6 Where the Association has provided third parties with personal data, and the respective member has made a request of erasure to the Association, the Board will inform these parties of this erasure request.
- § 7 When made public, personal data by the Association shall be anonymised or pseudonymised so that the personal data can no longer be attributed to a specific data subject.
- § 8 The Association has the right to restrict the scope of the obligations and rights provided for in Title 13, when it is necessary and proportionate in order to ensure:
1. The tasks of the Board, and Independent Body can be carried out,
 2. the enforcement of civil law claims;
 3. the protection of the data subject or the rights and freedoms of others;
 4. the cooperation with official legal authorities;
 5. the exercising of the right of freedom of information;
 6. For reasons of public interest regarding public health;
 7. For archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.
- § 9 All intellectual property (including but not limited to: photography; artistic works; written works) remains the property of the person responsible for producing it.
1. Intellectual property created by a person fulfilling an official UCMSA Universalis function remains property of UCMSA Universalis.
 2. The owner of the intellectual property must grant UCMSA Universalis explicit permission to use, reproduce, display or otherwise make use of this intellectual property. This permission may not be revoked unless in exceptional circumstances.
 3. The owner of intellectual property may request the Board to no longer make use of this property.

Annex A List of active committees - this list should be updated by the Board or Social Board every semester.

1. Musical Theater Society, established spring 2017
2. UCM Education Society (EduSoc), established ??
3. Theatre Society, established ??
4. Charity Committee, established ??
5. GECCO Committee, established ??
6. Spiritual Enlightenment Committee, established ??
7. Book Club Committee, revived spring 2018
8. Sports Committee, established ??

9. The Bell Committee, established spring 2013
10. Party Committee, established ??
11. Poetry Committee, established ??
12. Pluralism in Economics committee (PINE), established Fall 2016/Spring 2017
13. Music Committee, established ??
14. Film Committee, established ??
15. Hypathia (Feminist Society), established ??
16. Ludens (Games Committee), spring 2017
17. Latin American Perspectives, established spring 2019
18. Archeion (History Committee), established spring 2020
19. Danceversity (Dance Committee), established ??
20. Meditation Committee, established ??
21. ExCo (Excursions Committee), established ??
22. Arts and Photos Committee, established ??
23. STEM (Science, Technology, Engineering and Mathematics Committee), established spring 2019
24. Well-Being Committee, established spring 2018
25. Graduation Committee, established every semester UCM has had graduates (2005?)

Annex B Inactive committee list. This list is incomplete, but included for future members and possible inspiration for re-creation.

1. UCM choir, established ??, defunct spring 2018
2. Harry Potter committee
3. Cooking committee
4. Ballet committee
5. Circus Committee, established Fall 2018, defunct Spring 2020

Annex C Guide to the Statutes and Policy Manual

1. The symbol “§” is an abbreviation for “section”, “§§” is the plural form, read as “sections”. So, for example, the citation Article 1 § 1 would be read as “Article one, section one”.
2. The paragraphs are sub clauses to a section, for example, Title 12 § 1.1, where the last “1” is referring to the paragraph. You could either read this as “Title 12 section one paragraph one” but that's a bit tedious, “Title 12 section one point one” is just as accurate. In the Statutes a paragraph is also referred to as an item if the citation is referring to paragraphs within the same section.
3. Sometimes there are lettered clauses within a paragraph for example Title 3 § 9.1(a). The sub clause is put in parentheses to make it easier to read and reference multiple sub clauses at once without the need for guiding words in the reference like through. You would read this reference as Title three section nine point one a.

Annex D Self Regulations of the Board

1. The Board has made no formal self regulations thus far. Further information about individual duties can be found in the transition manuals for each position.