

EVENT POLICY

Preamble

This Nobis Cura Futuri policy is created to ensure homogeneity between committees in organising events, to ensure fair division of budget, and provide clear event organising guidelines. This policy is primarily aimed at budget division, and will therefore refer to other policies regarding non-financial matters. This policy is in effect from 12-16-2021. This policy is approved by the audit committee, and approved by the General Assembly of 12-15-2021, by means of voting. There were amendments made to the policy on approval by the GA of 09-10-2022.

Abbreviations and Terms

- Event proposal = Defined in article 3
- Budget proposal = Defined in article 3
- Board = The NCF board
- Green Light = Defined in article 6
- PR Committee = Personal Relations Committee
- IAO = Internal Affairs Officer
- NCF = Study Association Nobis Cura Futuri
- Reimbursement request = defined in article 20
- Treasurer = The NCF board treasurer
- Secretary = The NCF board secretary

Preamble - 1

Abbreviations and terms - 1

Section 1 Definitions - 4

Article 1 Definitions - 4

Section 2 Organisation - 4

Article 2 Organisation - 4

Article 3 Event and budget proposal - 4

Article 4 Proposal deadline - 4

Article 5 Proposal approval - 5

Article 6 Green light - 5

Article X Exemption clause to article 6

Article 7 Event announcement - 5

Article 8 Goods - 5

Article 9 Goods that are left over - 5

Article 10 Collaboration between committees - 6

Article 11 Alcohol - 6

Article 12 Sligro card - 6

Article 13 Exemptions on this policy - 6

Section 3 Budget allocation - 6

Article 14 Budget per committee - 6

Article 15 Members - 6

Article 16 Non-members - 7

Article 17 Budget per event - 7

Article 18 Budget goals - 7

Section 3 Budget allocation - 7

Article 19 Advance payment - 7

Article 20 Reimbursement - 8

Article 21 Reimbursement period - 8

Article 22 Deposit - 8

Section 1 Definitions

Article 1 Definitions

- 1) Treasurer is defined as the NCF board treasurer.
- 2) Board is defined as the NCF board.

Section 2 General organisation

Article 2 Organisation

- 1) The organization is defined as the committee or team that proposes the event

Article 3 Event and budget proposal

- 1) Each event or cost has to be proposed according to a specified format hereafter referred to as 'budget proposal'.
- 2) An event and budget proposal consists of:
 - a) A description of the proposed event;
 - b) The date, starting time, and ending time of the event;
 - c) The amount of expected attendees, divided into members and non-members;
 - d) A specification of the expected costs;
 - e) The exact goods that will be needed, and their specific price;
 - f) The expected income (e.g. attendance fees).
- 3) A proposal format, with an approval checklist, is made available.

Article 4 Proposal deadline

- 1) **All committees must submit a list of proposed events** for the upcoming month **no later than the 20th** of the current month.
- 2) The NCF board will review all submitted proposals during the **final week of the month** with either suggestion, greenlight or refusal
- 3) A **Monthly Event Overview** will be published by the board on the **1st of each month**, listing all approved events. **Late proposals** (submitted after the 20th) will generally not be reviewed until the next month, **unless deemed urgent and approved as an exception** by the board.
- 4) An event with a budget that exceeds €1000, a proposal must be submitted 2 months before the proposed date.

Article 5 Proposal approval

- 1) The treasurer is allowed to approve proposals with a total of below €50.
- 2) Approved proposals are discussed in the first board meeting after the decision on approval.
- 3) For every proposal that exceeds €50, the board votes on the approval.
- 4) The board will communicate an approval within 72 hours of taking the decision.
- 5) For events with a budget that exceeds €350, notification of the audit committee is needed.
- 6) For events with a budget that exceeds €1000, approval of the audit committee is

needed.

Article 6 Green light

- 1) Events that need resources from NCF can only be executed, after the approval of the treasurer and Internal Affairs Officer (IAO).
- 2) This approval is called 'green light'.
- 3) 'Green light', is officially provided when an email to the organization is sent, stating the IAO and treasurer both give 'green light'.

Article 6a Exception clause to article 6

- 1) An approval of the treasurer as defined in article 6 sub 1 is not needed if the total event costs do not exceed a total of 50 EUR, and
- 2) A budget proposal as defined in article 3 is required regardless of sub 1 being put into power.
- 3) Approval of the IAO as defined in article 6 is still needed within the terms that are defined in article 4.

Article 7 Event announcement

- 1) Event announcement is only allowed through the board, PR Committee, individual committee instagram channel, email, website, the official NCF Whatsapp group and/or other NCF social media channels.
- 2) Event announcement is only allowed after green light has been provided.
- 3) Event announcements must clearly state the starting and ending time of the event.

Article 8 Goods

- 1) Goods that are paid for by NCF, or planned to be reimbursed for by NCF are owned by Study Association Nobis Cura Futuri.

Article 9 Goods that are left over

- 1) Goods that are left over remain in the ownership of Study Association Nobis Cura Futuri.
- 2) Goods that are left over have to be stored in a location assigned by the board.
- 3) Access to the assigned location as defined in sub 2, for the purpose of storing goods can be granted through one of the board members.
- 4) In rare cases, exemptions to this article can be made (i.e. material that can spoil).
- 5) Exemptions as defined in sub 4, can be decided commonly by at least two board members.

Article 10 Collaboration between committees

- 1) Committees can collaborate for an event,
- 2) In the case of collaboration between committees for an event, one event proposal has to be submitted, specifying which share of the budget is covered by each committee.

- 3) One committee treasurer is responsible for the budget of this event.

Article 11 Alcohol

- 1) For regulations regarding alcohol, please refer to the code of conduct.

Article 12-Wholesale accounts

- 1) Wholesale Accounts are available. Their respective membership cards can be requested for use by reaching out to an NCF board member.
- 2) Wholesale accounts may only be used for purchases for NCF. Any misuse may result in sanction.
- 3) All wholesale account cards must be returned to the NCF board within 5 days after receiving the card from the NCF board.

Article 13 Exemptions on this policy

- 1) When the possibility for exemption is suspected or wished for by the organization, this can be requested at the treasurer or IAO, depending on the nature of the exemption.
- 2) Requested exemption is decided on by the board.

Section 3 Budget allocation

Article 14 Budget per committee

- 1) Each committee is allocated a budget consisting of a budget equal for all committees plus an additional amount decided upon by the board.
- 2) The yearly budget estimation is a guideline. Therefore no rights can be granted to this estimation.
- 3) Yearly budget estimation can be altered through the course of the year by the treasurer, only in accordance with the board and with notification of the audit-committee.
- 4) Exemptions to sub 1 can be made by the board.
- 5) An exception to sub 2 are rights to reimbursement that can be derived from article 6a.

Article 15 Members

- 1) Only official members or the association itself can benefit from NCF budget.
- 2) An official membership list can be requested at the secretary.
- 3) The organization is responsible for checking if attendees of the event are official members.
- 4) Exemptions on this article are stated in article 16.

Article 16 Non-members

- 1) Non-members can only benefit from NCF budget when permission is explicitly granted by the treasurer.
- 2) The decision on this exemption is made in accordance with the board.

Article 17 Budget per event

- 1) A committee, in total per year, can not spend more than the estimated yearly budget.

- 2) When a budget is allocated for an event it needs to be ensured that the committee retains adequate funding to finance other events over the course of the academic year as well.
- 3) Attendance fees for non-members to an event need to be 40% higher than member attendance fees. The calculated non-member fee will be rounded to the next half euro to ensure the price is clear and manageable.
- 4) Exemptions on this article can be made by decision of the board. When an exemption is made, the audit committee must be notified.

Article 18 Budget goals

- 1) Event budget can go to:
 - a) Food for attendees;
 - b) Drinks for attendees;
 - c) Travel costs of partners/guests/guest speakers;
 - d) Workshop material (i.e. crafts material);
 - e) Event decoration;
 - f) Location;
 - g) Gifts to partners/speakers.
- 2) The treasurer retains the right to disapprove any cost that is proposed.
- 3) In the case of disapproval as defined in sub 2, the board will decide on this for a second time not later than 1 week after disapproval.
- 4) Exemptions to sub 1 can be made by the treasurer, only in accordance with the board.

Section 4 Reimbursement

Article 19 Advance payment

- 1) The organisation (committee) pays for costs in advance of the event.
- 2) Exemptions to advance payment can be made. For exemptions, reach out to the treasurer.

Article 20 Reimbursement

- 1) Reimbursement happens through a reimbursement request.
- 2) A reimbursement request consists of:
 - a) The date of the event;
 - b) A reference to the event that the request is linked to;
 - c) A specification of all costs split per post (i.e. x amount of bottles of x, cost: x);
 - d) The total income (e.g. attendance fees);
 - e) The bank account details:
 - i) Name of the account holder
 - ii) Name of the bank
 - iii) IBAN
 - f) All receipts of the costs
- 3) Reimbursement only happens when:
 - a) All receipts are received digitally by the treasurer through email;

- b) The expenses were approved through green light as defined in article 6 and article 6a.
 - c) It is made clear, through the reimbursement request, to what exact posts the budget has gone to, specifically split out per post, as defined in sub 2, c.
 - d) The reimbursement request has been submitted to the treasurer.
- 4) A reimbursement request format is made available.

Article 21 Reimbursement period

- 1) Reimbursement is only possible when the reimbursement request has been submitted within 1 month after the event, unless otherwise decided upon by the board.
- 2) After the reimbursement request has been approved, the reimbursement will be executed within one month after the request has been submitted.

Article 22 Deposit

- 1) Some goods, like bottles, beer bottles etc. need a deposit.
- 2) When goods are bought that contain a deposit, budget provision and reimbursement is done without this deposit.
- 3) The organization of the event is responsible for returning these goods, and recovering their deposit.

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