

POLICY MANUAL

Preamble

These are the articles of the Study Association Nobis Cura Futuri to ensure luck, opportunity and favourable moments for our community. This association is built on and cherishes the fundamental values of openness, inclusiveness and mutual respect.

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Section 1 General Provisions

Article 1 Definitions

- 1) This is the Policy Manual of the Study Association Nobis Cura Futuri: study association of the Campus Fryslân, as established in the Statutes, henceforth abbreviated to NCF.
- 2) 'Members' as referred to in this Policy Manual, are NCF members as described in article 4 of the Statutes unless otherwise indicated.
- 3) The 'NCF Board' as referred to in this Policy Manual is defined by articles 11 of the Statutes.
- 4) A 'General Assembly,' also abbreviated, as 'GA' is a general meeting as defined in articles 17 of the Statutes.
- 5) 'Election Week', organized by the Application Committee, as described in article 35, is a week wherein activities will take place to determine the new NCF Board.
- 6) 'Statutes' in this Policy Manual means the Statutes of NCF.
- 7) Unless otherwise stated, when referencing an article it shall be an article within the Policy Manual.

Article 2 Status of The Policy Manual

- 1) All regulations set forth in the Statutes will be upheld.
- 2) The Policy Manual functions as the by-laws of the Statutes.
- 3) As depicted in article 25 of the Statutes, if the Policy Manual conflicts with the Statutes the latter will prevail.
- 4) All NCF members should be familiar with the contents of the Policy Manual and the Statutes of NCF.
- 5) The NCF Board must keep all members up to date of any changes in the Policy Manual, and all changes need to be voted upon at the General Assembly.

Article 3 Communication

- 1) English (UK) will be the official language for the internal communication of NCF.
- 2) For communication with external parties it is up to the NCF Board members or the relevant committees to decide which language is appropriate to use.
- 3) The Board can be officially contacted via the email address: "secretary@sa-ncf.com".

4) Each committee will receive an e-mail address as a means of official internal and external communication. This email address will be: "<committeename>@sa-ncf.com".

5) The NCF website, www.sa-ncf.com, will facilitate at least the following information:

- a. The most recent status of NCF structures and policies, and those of the other student bodies of Campus Fryslân;
- b. An overview of all the NCF activities and events as well as external events that could be of interest of the members;
- c. A separate page for every committee and team to inform members about their events, vision and other activities.

Article 4 Amendments

- 1) The NCF Board may at any time create a team that will have the task of revising the Policy Manual.
- 2) The draft or possible amendments is/are presented to the General Assembly who may provide alterations, suggest further amendments and vote on all proposed amendments.
- 3) A two-thirds majority of voting members of NCF are required to be present to adopt the proposed amendment(s); if more than fifty (50) percent abstain the amendment fails.

Section 2 Members

Article 5 Membership Fees

- 1) Membership fees for members are set at a one-time amount of €65.00 euros for three year membership.
- 2) Alternatively, students, as well as exchange students and students extending their studies can choose to become a NCF member for a period of one semester at a cost of €12.50 euros.
- 3) The membership fee may be charged at any time during the semester, however, only once per semester.
- 4) Honorary members are exempted from paying any membership fee.
- 5) Alumni membership fee is determined by the NCF Board of that respective financial year.

Article 6 Rights of Members

- 1) The right to partake in activities organized by NCF;
- 2) The right to be informed about any activities;
- 3) The right to present ideas and suggestions that may be beneficial in achieving NCF aims and goals;
- 4) The right to contribute to NCF efforts to achieve its aims and goals;
- 5) The right to attend and be informed of any General Assembly meetings;
- 6) This article may not be used to prevent the Board from carrying out its duties as listed under articles 27 and 28.

Article 7 Obligations of Members

- 1) The obligation to pay the membership fee laid down in article 5;
- 2) The obligation to respect the legal decisions of the NCF Board;
- 3) The obligation to respect all fellow NCF members.
- 4) If a member holds a position within a committee board, they are required to ensure that at least two members of their committee board attend the General Assemblies (subject to conditions).

Section 3 NCF Board

Article 8 Board Positions and Decision Making

- 1) The NCF Board usually consists of five or more Board members. It cannot have less than three board members and it needs to be an uneven number. The composition of the Board is: Chair, Secretary, Treasurer, one or more Internal Affairs Officers and External Affairs Officers. Multiple Internal Affairs Officers can be added to the constitution in case the NCF Board that is in place deems additional Internal Affairs Officers necessary.
- 2) Board members running for re-elections are obliged to the same procedures and requirements stated in article 14 as other NCF members.
- 3) At the beginning of each Board year, the NCF Board will appoint a vice-chair. The responsibility of the vice-chair is to fulfill the tasks of the chair when the chair is unable to do

so.

4) In case of disagreement during the decision making process, a vote shall decide. Every board member has one single vote.

5) If a board member encounters a conflict of interest during the decision making process, they must not take part in conversation/discussion regarding the subject and must not vote on the matter.

Article 9 Chair

1) The Chair carries the overall responsibility of the NCF Board and its organs. The following tasks fall under this function:

- a. Being the motivating factor for the NCF Board, and its organs;
- b. Preparing the agenda and presiding the NCF Board meetings and General Assemblies;
- c. Being responsible for external contacts, (together with the External Affairs Officer);
- d. Acting as the contact person between the NCF Board, the other UCF-Student Bodies and the Board and Management of the Campus Fryslân (in cooperation with the Secretary);
- e. Maintaining a clear vision of the future of NCF;
- f. Acting as the contact person between the NCF Board and the Faculty Board, in cooperation with the Secretary and Treasurer;
- g. Acting as the contact person between the NCF Board and the Supervisory Board and the Independent Body, in cooperation with the Secretary;
- h. Revising, and, if necessary, updating the Statutes and Policy Manual in accordance with the applicable rules and regulations.

Article 10 Secretary

1) The secretary's main function is the smooth running of the Board and the association as a whole. The following tasks fall under this function:

- a. Being responsible for the non-financial administration of the association;
- b. Maintaining a close working relationship with the Chair. Together they decide which course to follow in their policy and what resolutions are available for possible problems. The actual decisions are taken after adequate deliberation with the rest of the Board;
- c. Acting as the contact person between the NCF Board and the Faculty Board, in

cooperation with the Chair and Treasurer;

d. Acting as the contact person between the NCF Board and the Supervisory Board and the Independent Body, in cooperation with the Chair;

e. Taking minutes at every Board meeting, and providing them before the next meeting.

Article 11 Treasurer

1) Is in charge of all financial aspects of NCF. The following tasks fall under this function:

a. Being responsible for the financial administration of the association;

b. Ensuring that money is spent in the best interest of the association;

c. Having close contact with the treasurers of every committee;

d. Keeping track of the overall expenditures of committees;

e. Being the main signatory to all contracts with third parties;

f. Having contact with third parties that provide services and goods for the association (in cooperation with the Secretary);

g. Acting as the contact person between the NCF Board and the Audit Committee;

h. Maintaining a long and short-term financial vision;

i. Drafting contracts for agreements with third parties.

Article 12 External Affairs Officer

1) The main responsibility of the External Affairs Officer (EAO) is to enhance the communication and bonds between NCF and external parties. The following tasks fall under this function:

a. Advancing NCF's position within the city of Leeuwarden;

b. Developing and maintaining partnerships with corporations, sponsorships, and institutions (together with the Chair);

c. Being the contact person for external parties;

d. Representing NCF at events and external activities (together with the Chair);

e. Representing NCF's position in most external bodies.

Article 13 Internal Affairs Officer

1) The Internal Affairs Officer (IAO) works in close liaison with the committees. The following tasks fall under this function:

- a. Reporting any updates concerning committee issues and wellbeing to the NCF Board;
- b. Meeting with their committees on a regular basis, depending on the size and character of each respective committee;
- c. Helping to resolve internal problems within the committees;
- d. Monitoring the external relations of their committees;
- e. Monitoring the progress of committees during their trial period by means of committee forms and forms which are turned in whilst initiating a committee.

2) The Internal Affairs Officer (IAO) is responsible for issues related to Academia. The following tasks fall under this function:

- a. Being part of the Programme Committee;
- b. Communicating Academia related issues and questions with the faculty;
- c. Helping to organise workshops outside of committees;
- d. Being in contact with university staff and lecturers.

Article 14 Board Elections

- 1) The process of applying for a position starts after the conclusion of the first semester.
- 2) The process of applying is anonymous, with the identity of the candidate only known to the Board and to the Application Committee until either election or confirmation by the GA.
- 3) This process is open to all members as referred to in article 11 of the Statutes with the exception of members referred to as in Section 5.
- 4) The applicants will send their CV and motivational letter to the Application Committee before the assigned deadline, set by the Application Committee. Applicants that sent their documents in late will be considered invalid unless decided otherwise by the application commission.
- 5) If the application documents are judged as real, the applicant will be invited for an interview with the Application Committee and the member of the Board occupying the position that is being applied for.
- 6) The applicants will be judged on qualifications, preparedness, ambitiousness and enthusiasm. The applicant who is judged to be the most fitting will be made aware, and will present themselves in the next GA.
- 7) The GA can vote whether to accept this candidate, or start the process again.
- 8) The chair shall always be the first candidate to be presented to the GA, followed by the other candidates for the board positions.

Article 15 Voting at Board Elections

- 1) For the GA to accept a candidate not more than fifty percent of the voting members must have abstained.
- 2) If the candidate is not approved by GA due to more than fifty percent abstaining, even though the candidate did receive more votes for than against, a second GA can be held in which the Candidate can present themselves again.
- 3) Members that were not able to cast their vote on the acceptance of a candidate may authorize another member to vote in their stead, to which the following rules apply:
 - a. Only authorizations sent from the members' RUG email address shall be taken into consideration and deemed valid. The authorizations should be sent at least 24 hours before the GA.
 - b. The member being authorized must be aware of this authorization. This is the responsibility of the one authorizing.
 - c. Any member may be authorized to vote for no more than themselves and one other member.
- 4) The Candidate will be presented by the findings of the Application Committee, including possible weaknesses, and shall then present themselves, their motivation and their background for the Board position. They shall then answer questions from the GA before the GA will vote whether to accept them as a Board member for the upcoming academic year.

Article 16 Transition period

- 1) The transition period will run from the acceptance of the candidates to the start of the next academic year, notwithstanding that the Board will already take office at the end of the second semester, unless special conditions accepted by the GA have prolonged the term of the old Board.
- 2) The outgoing Board has the responsibility to inform the incoming Board about all the necessary information regarding administering the association
- 3) The outgoing Board is required to meet with the incoming Board, as often as a majority of both parties deem necessary.
- 4) Every outgoing Board member is personally responsible for the full transition of their corresponding ingoing Board member.
- 5) The outgoing Board will formulate a comprehensive and coherent plan of training and transition for the incoming Board.

Article 17 Vacancies

- 1) Any vacancy arising on the NCF Board during the association year may be dealt with in one of the following ways:
 - a. By temporarily redistributing the tasks over the remaining Board members;
 - b. A current NCF Board member who vacates their old position can also fill the

vacancy.

2) If article 17:1(a) is chosen, within a period of two months, a new Board member for the vacated position should be appointed via the procedure described in article 18.

3) In case of article 17:1(b) the procedure described in article 18 will be started, but now for the vacated position of the current Board member.

Article 18 Procedure in Vacancies

1) The election procedure for a vacated position does not follow the election procedures as described in article 14. In case of a vacated position, the Application Committee will start an election procedure as follows:

a. The Application Committee will announce the interview for the vacated position at least a week before the application deadline;

b. Elections are open to all members as referred to in article 4 of the Statutes, with the exception of members referred to in Section 5;

c. Candidates apply by sending their motivational letter and their CV to the Application Committee at the deadline as set by the Application Committee. Applications that are sent in late are considered invalid unless decided otherwise by the Application Committee;

d. The Application Committee will conduct interviews with the applicants and proposes the most suitable candidate(s) to the General Assembly;

e. The General Assembly will select the candidate that will fill in the vacated position by a majority vote.

Article 19 In Case There Are Not Enough Candidates to Fill up Five Positions

1) If there are less than five candidates running during the elections it needs to be ensured that the running candidates at least fill up the positions of Chair, Secretary, and Treasurer.

2) The tasks of the remaining Board positions that remain unfilled will be distributed amongst the other Board positions.

3) If during the Board year the Board decides that it is too much work to handle they may hold an election during their Board year to fill up the remaining positions. In this case elections how they are described in article 14 will be upheld.

4) In case less than the required three positions as stated in 19.1 are filled, the application process may be extended. Should no three candidates be found then, the Supervisory Board has to provide replacement until the position is filled.

Section 4 Committees and Teams

Article 20 Initiating a Committee

- 1) Every NCF Member has the right to initiate a committee.
- 2) To initiate a committee, a committee proposal has to be sent to the NCF Board and has to contain (at least) the following points:
 - a. The name of the committee;
 - b. Nominations for four committee board members: a chair, secretary, treasurer and a PR-responsible of the proposed committee;
 - c. The maximum number of members allowed to join the committee;
 - d. An outline of the objective and purpose of the committee;
 - e. In what way the committee can contribute to the NCF community;
 - f. A clear budget proposal for the current academic year;
 - g. An estimation of the number of members that will be interested in the activities of the committee;
- 3) The NCF Board should make a template for the proposal mentioned above available. The NCF Board may request all proposals to be in this format to ensure efficient administration.
- 4) If a new committee would like to provide a service instead of activities, article 21:4 of the committee proposal will be replaced by a Policy Plan in which the committee specifies the development of the service and when it plans to have the service fully operational for the community.
- 5) After receiving a committee proposal, the NCF Board shall decide whether or not the proposal will be approved. If it decides to approve the committee proposal, the new committee will enter the trial period as described in article 21. If it decides not to, it will give proper justification for its decision.
- 6) Every proposed committee should be unique and necessary in such a way that there does not exist a committee with a similar purpose and if it serves the interests of a significant part of the student body. What is considered similar and significant is left up to the discretion of the NCF Board.
- 7) The NCF Board can advise the new committee with regard to changes to or improvements of the proposal, in which case the NCF Board can re-evaluate the establishment of the proposed committee.

Article 21 Trial Period New Committees

- 1) Committees have to be approved by the GA before starting their trial period, in order to

prevent overlap of the committees. The trial period for new committees will last three months.

2) During this trial period, the new committee will organize the events of the first three months in their agenda as proposed in article 21:4 or will execute their Policy Plan described in article 20:4 in case the committee wants to provide a service.

3) Committees can request money for events on a case-by-case basis, however in each case their financial spendings for events first need to be approved before it is allowed to make their event public.

4) The committee has to write a reflection report at the end of their trial period that contains at least the following:

- a. A reflection on each of the organized events by filling in the reflection forms provided by the NCF Board;
- b. An overview of the difficulties and problems that occurred in this period;
- c. A general report provided by the chair of the committee;
- d. A financial report provided by the treasurer of the committee.

5) After the Board receives the reflection report, the trial period has ended and the admission of the committee will be put on the agenda of the coming General Assembly.

6) If the General Assembly approves the committee; the committee will act according to articles 22, 23, and 24.

7) Once the committee has signed its first committee contract it will be officially acknowledged as a committee of NCF.

Article 22 Committee Structure

1) All committee members must be NCF Members, as formulated in article 4 of the Statutes. In exceptional cases honorary members and donors, as described in articles 5 and 7 of the Statutes can participate, if approved by the NCF Board.

2) Members of the NCF Board cannot hold any specified position, such as chair, treasurer and secretary, within a committee. An exception is the Application Committee.

3) Every committee must appoint a chair, secretary and treasurer. Upon approval of the NCF Board, one person is allowed to hold two of these positions.

4) The assignment of the positions of chair, secretary and treasurer within a committee is not bonded to the election procedure of the NCF Board as described in articles 14 and 15. The committee can determine the preferred procedure itself.

5) The committee has to meet with the Internal Affairs Officer on a regular basis. It is also

the responsibility of the IAO that this happens.

6) The chair, secretary and treasurer of each committee bear the responsibility to act in accordance with the committee contract and the handling of the committee's finances.

7) All vacancies in committee board positions should be announced to the NCF Board and all Members.

8) Each committee may have additional members, the amount to be determined by the Board, that will help ensure the smooth running of the committee.

Article 23 Responsibilities and Liabilities

1) NCF is not responsible for any material damage caused by NCF committees or NCF members acting as committee representatives, unless the NCF Board has strong grounds for deciding otherwise.

2) Charges against the committee members, on the basis of neglecting their tasks and/or duties, or abuse of power and/or position against other NCF members, are brought to the attention of the NCF Board and examined by the NCF Board, which provides reconciliation between the parties in conflict, or takes further appropriate steps.

3) Charges against any individual member of a committee, which cannot be placed solely on the individual in question, will be placed on the committee as a whole. Thus, the committee shall be responsible for the actions of their members and their guests (e.g. guest speakers, performers, etc.).

4) In case of any conflict the chair, secretary and/or the treasurer of the committee will be asked to meet with the NCF Board on behalf of the committee and/or their guests to settle the matter.

5) Once committees, or members, want to receive reimbursements from the NCF budget, a declaration form has to be handed to the treasurer of NCF by the committee treasurer, or the member itself. The declaration form is valid within two weeks after the date of spending and will not be accepted afterwards. Declaration forms shall be handed in and are only valid in the budget year the costs have arisen.

Article 24 Conflicts between the NCF Board and the Committees

1) Every committee member has the right and duty to report to the NCF Board if they feel any Board Member has been acting unjustly or failing to fulfill their duties. This can go via the Internal Affairs Officer, or via a Board Member that can best act as independent mediator in the situation.

2) Similarly, every NCF Board member has the same rights to report unjust acting or failure

of committee members.

3) Every committee member can request the Supervisory Board to act as a mediator if the individual feels that members of the NCF Board are unable to act as an independent mediator in the conflict.

4) If the NCF Board cannot settle the conflict between the people in question, the Board can take the following steps, depending on the nature of the problem:

- a. The NCF Board can freeze the funds of the committee until the problems are solved;
- b. The NCF Board can expel committee (board) members;
- c. The NCF Board can suspend or disband the committee.

5) All steps that are taken by the NCF Board should be justified and communicated to the committees. Approved sanctions will be disclosed to the General Assembly.

6) If the committee board or the person in question disagrees with the sanction imposed by the NCF Board, an appeal can be made to the Supervisory Board as described in article 28.

Article 25 Teams

1) A team bears the responsibility for an event or project, which is essential, or of special importance to NCF. What is to be conceded to this category is left to the discretion of the NCF Board.

2) Teams are open for all members of NCF.

3) To establish a team, a scenario plan has to be presented to the NCF Board. This plan should make at least the following clear:

- a. The objective of the team;
- b. A table for the period that the team is active. This should include a timeline with all activities and/or deliverables;
- c. A budget proposal;
- d. The number of team members maximally needed;
- e. Description of positions, responsibilities and the names of the persons who will hold these positions.

4) If the NCF Board deems the team necessary and agrees with the proposed scenario plan as described in article 25:3, an official document will be signed stating the foundation of the team. If the NCF Board decides to reject the plan, a written justification to the team is required.

5) Teams will be terminated once the final activity of the scenario plan has taken place.

6) To be successfully terminated, the team has to write a 'team report' that contains the following:

- a. The approved budget proposal and the bookkeeping of expenses and reimbursements;
- b. A description of the organized activities;
- c. An evaluation of the workings of the team;
- d. A conclusion on the effectiveness of the team and its contribution to NCF.

Section 5 Sanctions & Appeals

Article 26 Filing Complaints & Process of Sanctioning

- 1) The Complaints Person will hereby be defined as the individual responsible for the Complaints Procedure within NCF. The Complaints Person will be selected yearly by the previous Complaints Person joined by a temporary selection committee.

The Complaints Person will:

- a. Communicate complaints to the NCF Board
 - b. Be the first point of contact in case of complaints
 - c. Guard the neutrality and impartiality of the complaints procedure which is specified in the Complaint Manual
 - d. Evaluate and investigate Complaints, according to the guidelines in the Complaint Manual
 - e. Signal structural issues within NCF
 - f. Initiate regular evaluation with the NCF Board
- 2) Every person can file a complaint against any NCF Member to the Complaints Person or the NCF Board.
 - 3) All complaints and hearings will be processed with the maximum amount of discretion and are not public, with the exception of the disclosure of the final sanction as described in the Complaint Manual.

Article 27 Sanctions

- 1) In case of filed complaints against an individual, or in reaction to violations of the Code of Conduct, Policy Manual, the Statutes or the Dutch law, the NCF Board is entitled to issue the following sanctions:

- a. Official warning: a formal indication that certain forms of misconduct are and that repetition will lead to more severe sanctions;

- b. Compensation: the obligation to compensate for material loss or damage resulting from culpable behavior;
 - c. Suspension: expulsion from some or all NCF activities and facilities for a fixed and predetermined period of time;
 - d. Expulsion: the permanent cancellation of NCF membership, access to activities and facilities, and forthcoming membership rights, without refunding the membership fee. As limited by article 8:1(d) of the Statutes.
- 2) The NCF Board has to inform the individual in writing, providing substantial reasoning for the imposed sanction.
- 3) Sanctions that are approved will be disclosed to the General Assembly.
- 4) Every approved sanction imposed by the NCF Board will be communicated to the Faculty Board of the Campus Fryslân.
- 5) In the event of the offending member holding a Board position with NCF, with the only course of action being expulsion or suspension from the association, a GA must be called within two weeks. The GA must vote for such a course of action if it is to be taken. If such action is approved a replacement has to be found, via the vacation procedure described in article 17 and 18.

Article 28 Appeal to the Board

- 1) Sanctions imposed by the NCF Board can be appealed by contacting the Supervisory Board within one-week after receipt of the sanction.
- 2) Appeals can be made in the following cases:
- a. Complaints dismissed by the NCF Board;
 - b. Dissatisfaction with the mediation of the NCF Board as described in article 26:2 or in general cases;
 - c. The imposition of a sanction;
 - d. Dissatisfaction with the handling of the NCF Board Elections.
- 3) Upon receiving an appeal, the Supervisory Board shall do the following:
- a. Confirm having received the appeal, by contacting all parties involved;
 - b. Setting-up an independent body that will investigate the case;
 - c. Set a date for a hearing within one week after receiving the appeal;
 - d. Reaching a decision within one week after the hearings, unless special circumstances would lead to an unfairly detrimental decision in which case additional time will be given.

Article 29 Appeal to the General Assembly

- 1) Any decision of the Supervisory Board may be appealed to at the General Assembly;
- 2) Written notice to the NCF Board within one week from the announcement of the Supervisory Board;
- 3) General Assembly will be held within two weeks;
- 4) Decision of the General Assembly will be final;
- 5) This provision will not apply to Board members as their case will have already gone to the General Assembly as stated in article 27:5.

Article 30 Procedure of Appeal Before the General Assembly

- 1) A member of the Supervisory Board will act as the moderator for the Appeal and will not have the right to vote.
- 2) The NCF Board will present their case and the reason for its actions.
- 3) The person appealing has the right to present their case and reason for their actions.
- 4) All parties will be allocated a maximum duration period of five minutes, unless the moderator feels that more time must be given to ensure a fair and honest outcome.
- 5) Voting will be done by ballot.

Article 31 Dissatisfaction Within the Board About the Functioning of a Specific Board Member

- 1) At any time throughout the year can one Board member file a complaint against one of their fellow Board members.
- 2) At any time throughout the year can a Board member be put on a one month probation period in which they have to uphold a probation contract that is assembled by the whole Board together, if all remaining Board members agree that the other Board member is not upholding their task as described in the Policy Manual.
- 3) After this one month probation period the whole Board discusses the progress of the concerning Board member upon which a vote is held. All Board members have to vote, with the exception of the concerning Board members, and cannot exempt. Only through a unanimous vote can the concerning Board member be voted out of the Board.
- 4) If a Board member is voted out of the Board the remaining Board must organize an emergency GA in which the decision has to be approved by the NCF Members. Additionally the remaining Board proposes to the members whether they will replace the leaving member or if they distribute their tasks among the remaining Board members for the rest of the Board

year.

Section 6 Financial Procedures

Article 32 Allocation of the NCF Budget

- 1) The allocation of the budget of NCF is primarily meant to ensure continuity and further development of the association. A part of the financial resources will be available to provide committees with a budget to organize events. The budget of NCF will, in all cases, serve the interests of the Members of NCF.
- 2) The Treasurer of NCF should have a clear vision regarding the short term and long term interests of NCF when allocating the budget.
- 3) The allocation of the budget is based on the prospective need for utilization of the events organized by committees.
- 4) Every expenditure or investment that is not included in the approved budget, and is over two thousand (2000,00) euros should be communicated by the Treasurer of NCF to the members, through a General Assembly, newsletter or e-mail, as is stated in article 14 of the Statutes.
- 5) If five percent of the members make any objections regarding the announcement mentioned in article 32:4, either by email, orally at a General assembly or through writing, then the issue must be brought to a vote during the General Assembly according to the regulations as illustrated in article 20 of the Statutes.
- 6) Every committee is encouraged to find sponsors for their events, but this should always go in consultation with the NCF Board, via the Internal Affairs Officer, to avoid conflicting sponsors.
- 7) In order for every committee to receive a budget, every committee should send the Treasurer of NCF a budget proposal, including a brief description of every item included in the budget.

Article 33 Committee Financial Procedures

- 1) All financial matters are subject to prior approval and control by the Treasurer of NCF.
- 2) Every committee has the right to a part of the annual budget of the association as agreed upon by the Treasurer and the Internal Affairs Officer on the basis of the committee's annual

budget.

3) Committees may only exceed their approved budget if the NCF Board consents to this matter, provided that the annual budget of the association allows this.

4) If a committee exceeds their budget, in accordance with the NCF Board, the committee must provide the NCF Treasurer with the complete collection of receipts to realize reimbursement.

5) Neither committee members nor Members of the association will be granted financial compensation for services to NCF. The only exception that can be made is reimbursement specifically allocated to the NCF Board members by University College Fryslân and/or CUOS/CvB.

6) The Treasurer of every committee is responsible for communicating all of the financial matters to the other committee members. He is also responsible for ensuring that the financial procedures, as outlined under this Policy Manual, are being executed in the correct manner.

7) Reimbursement for expenses cannot be realized if the following procedures are not followed:

a. Only the NCF Treasurer is entitled to sign contracts. If the latter is not possible, then the Chair will have to sign it; if that is not possible, then the Secretary will have to sign the contract, though always after consulting with the Treasurer.

8) Committees will obtain copies of signed contracts that are related to them.

9) The NCF Board is not being held responsible for any expenses resulting from failing to comply with the aforementioned procedures. The person who has caused this is being held accountable for the results of the failure.

Section 7 Special Bodies, Organizations and Auditing

Article 34 Supervisory Board

1) The official means of communicating to the Supervisory Board is by sending an email to: secretary@sa-ncf.com.

2) The Supervisory Board of NCF consists of former members of the NCF Board, as

well as external partners that have a close relationship with NCF.

- 3) The Supervisory Board shall not exceed the amount of nine members.
- 4) Every outgoing Board member will be invited to become part of the Supervisory Board.
- 5) Outgoing Board members have a priority to be members of the Supervisory Board over older members and partners, who will have the possibility to become supervisory partners.
- 6) Supervisory partners offer their advice on request to the NCF Board. They do not hold any power and are not consulted on a regular basis, yet their expertise can be called upon if necessary.
- 7) The Supervisory Board shall present recommendations to the NCF Board. This advice is not binding and solely serves as a platform to make a better decision.
- 8) The Supervisory Board can discuss the matter in a way they deem convenient. All members of the Supervisory Board have the opportunity to express their opinions within one week after the request of the NCF Board. The advice will contain the names of all members that have composed the advice. In case of differing opinions all personal views will be forwarded to the Board.
- 9) Any right given to the Supervisory Board throughout the Policy Manual will be upheld.

Article 35 Application Committee

- 1) The Application Committee is in charge of the application process of Board positions.
- 2) The Application Committee will be formed at least one term before the judging of candidates.
- 3) The Application Committee will consist of the following members:
 - a. The Internal Affairs Officer of the Board;
 - b. Two independent members not involved in either the Board or the academic student body of each academic year;
 - c. One external person who is not a member of the association.
- 4) The Board member currently holding the position that is being applied for will join the Application Committee and will advise, and thus not vote. Exceptions to this rule include:
 - a. The Internal Affairs Officer will always vote, even when the position of Internal Affairs Officer is being discussed.
- 5) The Application Committee is not responsible for organizing or promoting the GA in which the candidate is put forth. The responsibilities of the Application Committee include the following:

- a. Collecting the written applications through the Board. They must read these applications and discuss them amongst each other prior to the interviews. Also they must send a confirmation of the received applications to the candidates.
- b. Setting the deadlines for the applications
- c. Giving feedback to the candidates at least a week before their interview based on their motivation letter and CV.
- d. Organizing the interviews with the Candidates. The candidates must be informed one week prior to the date of the interview at the latest.
- e. Writing a report of the candidate that will be presented to the GA on the day of the vote of acceptance of their position in the Board, describing the interviews, the committee's judgements, the motivation letter, their CV and their weaknesses.
- f. In the case of an election; counting the votes.
- g. In the case of an election; communicating the result of the voting to the Board and members within 72 hours.

Article 36 Audit Committee

1) In accordance with article 16 of the Statutes of NCF, an Audit Committee shall be established of at least two (2) persons who are not members of the NCF Board, nor members of another Committee or Team of NCF. This Committee has to be approved by the General Assembly.

- a. If a member of the Audit Committee is part of another Team or committee of NCF, this member has to be excluded in the decision making process in regards to the Team or committee they are part of.

2) After six months, the Treasurer of NCF has to hand over a financial overview, containing, amongst others, a balance sheet and a complete overview of all the incomes and expenditures of the past six months.

3) The financial overview mentioned in article 36:2, and the financial overview that the Treasurer has to hand over at the end of the year have to be signed by the Board and approved by a General Assembly.

4) The Board of NCF must fully support the Audit Committee with their efforts, as mentioned in article 16:5 of the Statutes.

5) The Audit Committee will only be responsible to the GA and the Board may not take any action against the Audit Committee of its own accord. It may bring any concern to the GA, however.

6) The GA may suspend the Audit Committee as long as it also replaces the Audit Committee.

7) The Audit Committee will present an annual report on the financials of the association to the General Assembly. Any concerns it may have had also.

Article 37 Confidential Contact Persons

1) Role Description and Boundaries

- a. CCPs do not need to be NCF members.
- b. CCPs are not obliged to report to the NCF Board, exemptions can be made in case of high urgency.
- c. CCPs are bound by strict confidentiality.
- d. CCPs provide guidance and emotional support, not direct solutions or mediation.
- e. CCPs may step out of their role in a given case if their personal well-being is jeopardised.

2) Appointment and Structural Independence

- a. The CCPs are responsible for appointing their successors.
- b. The CCP cannot be either a member of the NCF Board or a Complaints Person, to ensure independence.
- c. The CCP shall have the opportunity to be in direct contact with the NCF Board and the Complaints Person if necessary.

3) Availability and Confidentiality

- a. CCPs must be able to be contacted at any time through the dedicated email address.
- b. Phone numbers of CCPs will not be shared publicly, unless in exceptional circumstances where direct contact is urgently required, justified and wished for by the CCP.

4) Communication and Visibility

- a. The existence and role of the CCP(s) must be clearly communicated to current and prospective members:
 1. CCPs must be advertised and listed on the official NCF website;
 2. A CCP visibility poster must be created annually and distributed one week before and one week after each big event;
 3. CCP's must have the opportunity to present their role during the GA's and Board-Committee Meetings at the beginning of the academic year;
 4. The CCPs will be contacted a minimum of 14 days before an event, if the NCF board or CCPs require their presence.

5) Continuity and Transition Plan

- a. At all times, a minimum of 2 CCP should be active
- b. Ideally, each year the transition should be as follows:
 1. One CCP continues from the previous year;
 2. Another new CCP starts before the summer, to be present for the Intro Week;
 3. Another new CCP starts in September, with guidance from the two existing CCPs;
 4. There should be a maximum of 3 CCPs per academic year.
- c. The CCPs should be chosen based on the following criteria:
 1. Qualifications;
 2. Motivation;
 3. Diversity.

6) Training and reimbursements

- a. A minimum of one CCP per year should attend official CCP training.
- b. Full reimbursement of transportation and registration costs will be provided by NCF for CCPs in official CCP training, upon receiving a reimbursement request.

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