



Study Association for European Studies: Standing Regulations

February 21, 2023



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Definitions and Abbreviations

GA: General Assembly

GCA: General Committee Assembly

AB: Advisory Board

FCC: Financial Control Committee

BSC: Board Selection Committee

ABSC: Advisory Board Selection Committee

Regular GAs: The first GA of the academic year, the Semi-Annual GA, and the Candidate Board GA.

Irregular Committee: Committees that exist permanently as per these articles, namely the AB, FCC, BSC, and ABSC.

Regular Committee: Any other Committee the Board might decide to create and coordinate that year.

Article 1: General Provisions

These Standing Regulations were adopted by the General Assembly in accordance with Article 13, paragraph 8 of the Association Charter on February 21, 2023.

Article 2: The Board

Article 2.1: Duties and Rules

- 2.1.1. The Board is the highest ranked body that governs the Study Association.
- 2.1.2. The Board is appointed during the first General Assembly of the academic year after the selection process outlined in the Articles of Association, and leads the Association for one year until the next Board is installed.
- 2.1.3. Daily affairs shall be handled during the weekly Board meetings.
- 2.1.4. The Board oversees a number of committees, which are responsible for most of the association's activities and events. The Board shall split the coordination of the committees amongst themselves in a manner that they deem fit.
- 2.1.5. Each Board member must keep a white paper to pass on to their successor.
- 2.1.6. Members of the Board are expected to participate in all events organised by the Association during their year in office.
- 2.1.7. A Board Resolution is a decision taken by the Board.
- 2.1.8. The Board members shall be awarded a discount which amounts to 20% of each activity costing more than €10 before the discount is applied.
- 2.1.9. With respect to activities that take place during the transition period between two Boards, the above discount shall apply to the members of both Boards.



Article 2.2: Description of the Chair's duties

The Chair has the following duties:

- 2.2.1. Taking a seat on the Board.
- 2.2.2. Developing a general policy plan in close consultation with the other Board members.
- 2.2.3. Chairing the Board meetings and General Assemblies.
- 2.2.4. Being the official representative of the Board and of the Association.

Article 2.3: Description of the Secretary's duties

The Secretary has the following duties:

- 2.3.1. Taking a seat on the Board.
- 2.3.2. Taking minutes of the Board meetings, General Assemblies and Think Tanks, and distributing said minutes.
- 2.3.3. Managing the member administration file and, in coordination with the committees, the registrations for various events.
- 2.3.4. Managing the secretarial office by ensuring that incoming post and email are distributed.
- 2.3.5. Managing the email addresses which are not specifically linked to one Board member or committee, forwarding emails received on those addresses to the right Board member, and communicating with members through said email addresses.
- 2.3.6. Managing the website:
 - 2.3.6.1. Publishing events on the website.
 - 2.3.6.2. Making sure all the payments made through the website are fulfilled.
 - 2.3.6.3. Updating plugins on the website.
 - 2.3.6.4. Updating pictures and other texts on the website.
 - 2.3.6.5. Thinking of and executing new projects in order to improve the website.

Article 2.4: Description of the Treasurer's duties

The Treasurer has the following duties:

- 2.4.1. Taking a seat on the Board.
- 2.4.2. Managing the finances:
 - 2.4.2.1. Making payments on behalf of the association.
 - 2.4.2.2. Reimbursing payments made by members on behalf of the association.
 - 2.4.2.3. Keeping a detailed record of invoices and receipts.
 - 2.4.2.4. Keeping track of due incoming payments and pursuing overdue incoming payments.
 - 2.4.2.5. Maintaining contact with the bank.
- 2.4.3. Presenting the annual budget at the first General Assembly.



- 2.4.4. Presenting a substantiated financial report during the first General Assembly of the subsequent financial year.
- 2.4.5. Presenting an interim report during every regular General Assembly.
- 2.4.6. Registering the new Board with the Dutch Chamber of Commerce (Kamer van Koophandel).
- 2.4.7. Coordinating the Board grant application process of the Board.
- 2.4.8. Making the accounts available for inspection by the Financial Control Committee.

Article 2.5: Commissioner of Internal Affairs

The Commissioner of Internal Affairs has the following duties:

- 2.5.1. Taking a seat on the Board.
- 2.5.2. Being the primary contact person within the Board for all members.
- 2.5.3. Being in charge of the social media of the Association.
- 2.5.4. Coordinating the Media Committee.
- 2.5.5. Organising the General Committee Assemblies.
- 2.5.6. Organising the Active Members Weekend and any other activities for all active members.

Article 2.6: Commissioner of External Affairs

The Commissioner of External Affairs has the following duties:

- 2.6.1. Taking a seat on the Board.
- 2.6.2. Representing the association in affairs involving external parties.
- 2.6.3. Coordinating the Acquisition Committee.
- 2.6.4. Maintaining a database of external contacts.
- 2.6.5. Taking a seat on the Board of the alumni association Kring Europese Studies (KES).

Article 3: The Advisory Board

- 3.1. The Advisory Board (AB) is a body that advises the Board throughout the year on matters of importance.
- 3.2. The AB has access to all minutes of Board meetings, budgets and official written forms of communication.
- 3.3. The AB only has an advisory role. The Board has ultimate authority in any and all cases.
- 3.4. The Advisory Board has regular contact with the Board. All members of both the Board and the Advisory Board may convene a meeting between both bodies, if at least one of them deems this to be necessary.
- 3.5. Each Board Member has one specific member of the Advisory Board acting as their personal confidant(e).
- 3.6. The Advisory Board is an additional point of contact for the members of the association, including, but not limited to, matters concerning the Board.



- 3.7. The Advisory Board must review all new contracts the Board seeks to engage in.
- 3.8. The Advisory Board shall hold office simultaneously with the Board.
- 3.9. Members of the Advisory Board may not apply for a position on the Board in the following year.
- 3.10. The Advisory Board is formed as follows:
 - 3.10.1. The Advisory Board is selected by the Advisory Board Selection Committee (ABSC), which is formed by the current Board and Advisory Board, and contains one Board Member and two Advisory Board Members. This decision is made through Board and Advisory Board resolutions.
 - 3.10.2. Members of the Association, and current and previous Board Members of other Associations, can apply for a seat on the Advisory Board by submitting a letter of motivation to the ABSC.
 - 3.10.3. The ABSC reviews all letters of motivation, conducts interviews with the applicants, and chooses three candidates. Ideally, the Advisory Board consists of one external member, one former Board member, and one general member.
 - 3.10.4. The ABSC must have a definite proposal for the Advisory Board three weeks prior to this General Assembly. The candidates for the Advisory Board must be informed of their selection and must consent to the composition of the Advisory Board as chosen by the ABSC. The ABSC must justify their choice of the proposed Advisory Board in a well-substantiated written account that is submitted to the Members via email seven days in advance of the General Assembly in which they are to be approved.
 - 3.10.5. During the last General Assembly of the academic year, the Advisory Board Selection Committee presents its choice of the Advisory Board candidates to those in attendance.
 - 3.10.6. Once the General Assembly approves the proposed Advisory Board, the ABSC must destroy all application-related documentation.

Article 4: Financial Control Committee

- 4.1. Three people take seat in the FCC. Ideally, the FCC consists of one external member with treasurer experience and two general members.
- 4.2. The Financial Control Committee checks the financial year of the Board for inaccuracies, lack of clarity, malfeasance, and mistakes.
- 4.3. The FCC is responsible for calling the Board to account in the case of financial negligence, in coordination with the AB.



- 4.4. During the last General Assembly of the academic year, the FCC shall make a statement regarding the interim budget. At the first General Assembly of the subsequent academic year, the FCC shall make a statement regarding the realisation of the previous financial year.
- 4.5. At the end of the Board year, a meeting between the Board, the AB and the FCC shall be convened to discuss the course of the previous financial year;
- 4.6. The FCC shall be appointed during the first GA of the academic year and discharged during the first GA of the subsequent academic year.
- 4.7. The FCC and the Board hold office simultaneously.
- 4.8. The realised budget of the financial year, as defined in the Articles of the Association, must be approved while the responsible Board is still in office.
- 4.9. Once the realised budget of the financial year has been approved, the Financial Control Committee has completed its duties and is discharged.
- 4.10. If the financial year is not approved, a special procedure shall be followed which is specified in Article 11.3.
- 4.11. The Financial Control Committee is formed as follows:
 - 4.11.1. Applicants must submit a letter of motivation to the Secretary in advance of the first General Assembly of the academic year.
 - 4.11.2. Applicants must present themselves at said General Assembly and then stand for voting.
 - 4.11.3. Voting on applicants shall take place in rounds. Applicants can participate in voting. From the moment an applicant wins a round of voting they become a candidate for the FCC. Candidates are to withhold from voting in subsequent rounds. When the GA votes on the FCC as a whole, all candidates must withhold from voting. If no more than three people apply to the FCC, voting on the whole FCC shall commence immediately.
- 4.12. The Board and Advisory Board may decide to disband the FCC entirely, or open up one position. The procedure for reforming the FCC is the same as that outlined in Article 4.11. In the event that the FCC is disbanded entirely, the Advisory Board will temporarily take on the responsibilities of the FCC in the interim between disbanding and reformation.

Article 5: Committees

Each Board member shall coordinate one or more committees for which they are responsible.

- 5.1. These committees shall be formed at the beginning of the year by means of an application procedure overseen by the coordinating Board member with support of the rest of the Board.
- 5.2. Committee members are members of SES within the meaning of Article 4 of the Articles.



- 5.3. For the sake of internal communication, the Board can convene a meeting in which all the committee chairs participate.
- 5.4. Committees undertake initiatives, activities, and events independently with respect to the performance of their duties, in consultation with the Board.
- 5.5. In those cases that require entering into a financial obligation, the Board coordinator must be consulted and provided with a written copy of a budget.
- 5.6. The Treasurer of the committee creates a provisional budget at the beginning of the year, containing the expected expenses and incomes of the committee. This budget needs to be approved by the Treasurer of the Board, after which it is included in the overall budget of the Association.
- 5.7. The Committee members are appointed by the Board by means of an application procedure. The application procedure for committee positions goes as follows:
 - 5.7.1. After the Board opens the application period, members may apply for any position within one or various committees through the website.
 - 5.7.2. Following the closure of the application period, each committee Board coordinator, together with one other Board member, will conduct interviews with each applicant for their committee(s).
 - 5.7.3. Following the interview process, the Board as a whole forms the committees and assigns the positions based on the applications.
 - 5.7.4. Each applicant is informed of the Board's decision, and must consent to the position and committee assigned to them.

Article 6: Conduct

- 6.1. Each and every participant of a registered or unregistered event shall conduct themselves in a manner that preserves the peaceful nature of the association. The Board shall determine the criteria that are deemed necessary to ensure this peaceful nature.
- 6.2. In case of a breach of Article 6.1, appropriate measures according to the Articles of Association can be taken.

Article 7: General Assembly

- 7.1. A General Assembly (GA) shall be convened at least three times each academic year. The entire Board is obliged to attend every General Assembly.
- 7.2. The GA is in principle open to anyone but is aimed specifically at SES members, including non-members who are part of Irregular Committees. Every regular GA after the first of the



academic year is mandatory for every Committee Chair and at least one more member. The Chair of the Board must be notified of any inability to attend the GA prior to the meeting.

7.3. The procedure of General Assemblies is outlined in the Articles.

Article 8: General Committee Assembly

- 8.1. A General Committee Assembly shall be convened at the beginning of each year. More can be held throughout the year if deemed necessary.
- 8.2. The entire Board and all Committee Members are obligated to attend this meeting. The Commissioner of Internal Affairs must be notified of any inability to attend the General Committee Assembly prior to the meeting. The Commissioner of Internal Affairs must be notified of any inability to attend the General Committee Assembly prior to the meeting.
- 8.3. The General Committee Assembly has an informative function. The Committees evaluate the activities that have already been held and present upcoming activities and their budget for the year.

If a Committee cannot come to a consensus regarding a particular issue, the issue can be presented for discussion at the General Committee Assembly.

Article 9: Board Selection Committee

- 9.1. Four people take a seat in the Board Selection Committee including one Board member and ideally one former Board member. The Board determines who represents it in the committee via Board Resolution.
- 9.2. Members of the Board Selection Committee (BSC) may not apply for a seat on the Board in the same year.
- 9.3. No later than three weeks prior to the General Assembly at which the Candidate Board is presented, the Board Selection Committee committee shall notify the Advisory Board of their choice. The Advisory Board then has a week to approve or reject the application procedure. The Advisory Board shall announce its decision to the Board Selection Committee, which will then notify the candidates in the case of approval. If the procedure is rejected, the Board Selection Committee and the Advisory Board shall meet to discuss a suitable solution.
- 9.4. This Board member is exclusively voted on at the start of the voting procedure through simple majority. Afterwards, voting on applicants shall take place by rounds of voting. Applicants can participate in voting. From the moment an applicant wins a round of voting they become a candidate for the Board Selection Committee. Candidates are to withhold from voting in the following round(s). When the GA votes on the Board Selection Committee as a whole, all candidates must withhold from voting.



Article 10: Policy Plan

- 10.1. The Policy Plan is a document written annually by the Candidate Board, and consists of their vision and expectations for their Board year and the Association's Committees.
- 10.2. The Policy Plan shall be presented during the first General Assembly of the year.
- 10.3. Members must vote on the Policy Plan, in line with the procedure described in the Articles.
- 10.4. The implementation of the Policy Plan shall be evaluated during the semi-annual and Candidate Board General Assembly.
- 10.5. The Policy Plan shall be available for viewing at all times and posted on the Association's website.

Article 11: Realisation of the Board Year

- 11.1. The Board year begins and ends with the first General Assembly at the start of the first semester. During the first General Assembly of the year the old Board will be discharged and the new Board will be appointed. Immediately after this, the new Board shall announce its Policy Plan and Budget to the Members.
- 11.2. The treasurer of the previous Board will present the final realisation of the budget which is then voted upon by the General Assembly.
- 11.3. In the event this vote is unsuccessful, the special procedure as referred to in Article 4.10, is as follows.
 - 11.3.1. The General Assembly will be requested to discuss the vote.
 - 11.3.2. The Treasurer and FCC will be given the opportunity to elaborate on the realised budget of the financial year.
 - 11.3.3. After this, another vote will be held on the realised budget.
 - 11.3.4. If the budget is still not approved, a Control Unit for Negligence and Transparency will be appointed by the Advisory Board to resolve the budget. The Unit may consist of three former Treasurers from SES or other Associations, excluding current FCC members.
 - 11.3.5. This Unit will present the results of their investigation at the following General Assembly, after which another vote will follow.
 - 11.3.6. If this vote does not pass, this procedure as outlined in Article 11.3 will be repeated.

Article 12: Board Transition

- 12.1. As soon as the Candidate Board is voted in as candidates, members of the current and Candidate Board are strongly encouraged to have at least one meeting before the end of the



academic year. Furthermore, each individual current Board member is strongly encouraged to have an individual meeting with their candidate successor.

- 12.2. The white papers for each position of the Candidate Board shall be finished 45 days after the candidate board is approved by the General Assembly.
- 12.3. If the Candidate Board is approved by the General Assembly, they will work one-on-one with their predecessor to make the transition successful. There must be a period of at least three weeks between approval and appointment of the new Board.
- 12.4. During the transition period, the Candidate Board works out their Policy Plan and draws up the Budget.

Article 13: Honorary Membership

- 13.1. Nominees for honorary membership can be presented and voted upon at any regular GA.
- 13.2. The Board can present nominees if they agree to do so unanimously. Regular members can also present nominees provided they gather at least 10 signatures from SES members supporting their choice. Nominees cannot sign for their own nomination.
- 13.3. If the Board deems that an honorary member has behaved in a manner unworthy of honorary membership, the Board may revoke honorary membership. This action can be undertaken after a unanimous vote between the Board and the Advisory Board.

Article 14: Reimbursement for Expenses

- 14.1. The following applies to expenses made by committee members on behalf of the Association:
 - 14.1.1. All reimbursement expenses made for an activity must be included in the budget for the activity;
 - 14.1.2. Expenses not included in the Budget can be reimbursed after consultation with the Board.
- 14.2. Expenses shall be declared immediately by means of the declaration form available on the website. This form must include: the Committee Member's name; bank account number; the activity being declared; the relevant Committee; and the receipts). This form must be submitted no later than 30 days after the expense was made. In exceptional cases, the Board can decide differently.

Article 15: Price Difference

- 15.1. The Treasurer must always be consulted and their approval obtained with respect to adopting working budgets and prices and entering into financial obligations.



- 15.2. In determining entrance fees or other prices, a clear distinction must be made between Members and non-members - if necessary with the provision that SES membership provides financial benefits.
- 15.3. Membership can be made obligatory for participation in an activity.

Article 16: Revenue

- 16.1. Revenue from activities shall be divided among the general funds after expenses have been deducted.
- 16.2. Any unforeseen losses shall be covered by the general funds if the budget of the Committee involved does not provide for such an unforeseen loss.
- 16.3. An activity shall be cancelled, in consultation with the Board, if it cannot be funded.
- 16.4. If a sufficiently large surplus, to be defined at the Treasurer's discretion, remains after deduction of all expenses of an activity, the Board can decide to reimburse the surplus to the participating Members.
- 16.5. In accordance with the Articles, the General Assembly can oblige the Board to pay the surplus to the participating Members.

Article 17: Registration and Payment for Activities

- 17.1. A member or non-member who submitted a registration form for an activity organised by the Association will be considered a Participant.
- 17.2. The Participant is obligated to pay for the activity unless a cancellation period is stated on the registration form.
- 17.3. The cancellation period for an activity will be no less than one week in advance.
- 17.4. The only way in which the Participant can cancel after this period without having to pay is if:
 - 17.4.1. No expenses have been incurred for this participant, and;
 - 17.4.2. The Participant has cancelled prior to the start of the activity, and;
 - 17.4.3. There is a waiting for a list for said events for which another member or non-member can take the Participant's place.
- 17.5. In all other cases, payment must take place prior to the activity.
- 17.6. Following registration, the Participant shall receive a one-time registration confirmation stating the price.
- 17.7. The Participant will receive no more than two payment reminders via email. These reminders must state a payment deadline. If the Participant does not pay before this payment deadline:



- 17.7.1. The participant shall be 'blacklisted'. This means that they shall be banned from participating in activities organised by the Association until the entire payment has been made;
- 17.7.2. The Board can decide to undertake legal steps to recover the amount owed.
- 17.8. If any Participant repeatedly fails to meet financial obligations, the Board may, in consultation with the Advisory Board, decide to ban the Participant from participating in activities, suspend the participant for a particular period of time or expel the participant from the Association.

Article 18: Amendments

- 18.1. A proposal to amend these Standing Regulations is adopted if three-fourths of those present and entitled to vote at a General Assembly vote in favour of it.
- 18.2. The Board should regularly check the Standing Regulations and, if necessary, propose amendments.
- 18.3. If the Board wishes to amend the Standing Regulations, the Board needs to make the members aware by adding a document outlining the proposed amendments in the invitations to the General Assembly.

Thus adopted at the General Assembly on February 21, 2023 in Amsterdam.



Annex 1: Voting Requirements

This document serves as a policy guide including all votes at SES General Assemblies, outlining who is not allowed to participate in voting (and must therefore abstain), and which committee is required to vote as one whole entity.

Relevant Articles

Article 15 of the Articles of Association

1. In order to adopt a resolution during the general meeting, the number of votes in favour must be at least half of the votes plus one half. Blank votes are counted as part of the total number of votes, but abstentions are not.
2. Votes on persons are taken in writing, and votes on other matters are taken orally.
3. In the event of an equality of votes, the proposal concerned shall have been rejected. If no one has gained an absolute majority in a vote of persons, a second vote shall take place between the two persons who received the most votes. In the event of an equality of votes in the second round of voting, a decision will be made by drawing lots.

Voting Possibilities

For

The Member agrees with the subject at hand.

Against

The Member does not agree with the subject at hand.

Blank

The Member protests the institutions and system providing the vote as a whole and considers the vote to be illegitimate. Better known as the "protest vote".

Abstain

The Member has an institutional interest in the subject at hand and hence cannot participate in voting.

Assembly-Unspecific Votes

Honorary Membership

Abstentions: Candidates and the Board



This vote must be unanimous; all eligible voters must vote "For" for an Honorary Membership to be awarded.

Suspension and Disqualification

If a Member is to be suspended, they may appeal this decision. This must be subject to a vote at a General Assembly as per the Articles of Association.

Abstentions: Suspended Member

Amendment of Articles of Association

Amendments must pass with at least 2/3rds of the total votes.

Abstentions: The Board

General Assembly One

Realisation of the Budget

Vote as one: The New Advisory Board, the Outgoing Financial Control Committee

Abstentions: The Outgoing Board, two of three Financial Control Committee members and two of three Advisory Board members.

Policy Plan

Vote as one: The New Advisory Board

Abstentions: The New Board, and two of three Advisory Board members

Budget

A recommendation on the budget is to be given by the previous Treasurer, since the outgoing FCC will have been discharged.

Vote as one: The New Advisory Board

Abstentions: The New Board, and two of three Advisory Board members.

Financial Control Committee

Voting on applicants takes place by anonymous rounds of voting. Applicants can participate in voting until they are voted in as candidates themselves.

After all candidates have been selected, the Assembly votes on the Financial Control Committee as a whole. In this vote, all candidate members must abstain from voting.

Abstentions: The New Board, and the Candidate Financial Control Committee



General Assembly Two

Semi-Annual Report

Vote as one: The Advisory Board

Abstentions: The Board, and two of three Advisory Board members

Financial Update

Vote as one: The Financial Control Committee and the Advisory Board

Abstentions: The Board, two of three Financial Control Committee members, and two of three Advisory Board members.

Board Selection Committee

Voting on applicants takes place by anonymous rounds of voting. Applicants can participate in voting until they are voted in as candidates themselves.

The current Board Member who stands for election into the Board Selection Committee will be voted on first; all eligible Members may vote "Yes" or "No".

Abstentions: The Board.

After all candidates have been selected, the Assembly votes on the Board Selection Committee as a whole.

Abstentions: The Board and the Candidate Board Selection Committee

Members of the Advisory Board cannot be candidates for the Board Selection Committee.

General Assembly Three

Annual Report

Vote as one: The Advisory Board

Abstentions: The Board and two of three Advisory Board members

Financial Update

Vote as one: The Financial Control Committee and the Advisory Board

Abstentions: The Board, two of three Financial Control Committee members, and two of three Advisory Board members.

Candidate Advisory Board

The Candidate Advisory Board is voted upon as a whole.



Abstentions: The Board, the Advisory Board Selection Committee, and the Candidate Advisory Board

Candidate Board

The Candidate Board is voted upon as a whole.

Vote as one: The Advisory Board

Abstentions: The Board, the Candidate Board Members, the Board Selection Committee, and two out of three Advisory Board members.

Pursuant to the Articles of Association, at least ten members may jointly make an alternative nomination for a candidate Board. In such a case, two rounds of voting will take place. In the first round of voting, the members decide by an absolute majority of votes which of the two nominations is to be the definitive nomination. This definitive nomination is voted on in the second round of voting.

Abstentions Round 1: Both Candidate Boards

Abstentions Round 2: Board, Candidate Board Members, and three out of four Board Selection Committee members.