Policy Plan 2026/2027

Study Association for European Studies

42nd Board

Milda Martinonytė, *Chair*

Dominika Kanovitsová, *Secretary*

Panagiotis Chiotakis, *Treasurer*

Ana Sánchez Navarrete, *Commissioner of Internal Affairs*

Riccardo Bortolan, *Commissioner of External Affairs*

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1. The Board of 2026/2027

1.1. Introduction

The Board of the association consists of five members appointed by the Board Selection Committee. These five members will hold the positions of Chair, Secretary, Treasurer, Commissioner of Internal Affairs, and Commissioner of External Affairs. Each member will be responsible for the specific tasks delegated to their position and be charged with coordinating the committees. Together, the Board will be responsible for the full functioning of the association and will represent the association while always acting in the best interest of SES and its members.

1.2. Description of Position

1.2.1. Chair

The position of Chair for the Board year 2026/2027 will be held by Milda Martinonytė. Milda will hold the ultimate responsibility for all activities and events of the study association, including all decisions made by the Board. The main responsibility of the Chair is to supervise all the developments within the Board and the association as a whole and to keep an overview of both short-term and long-term goals. The Chair will chair the weekly Board meetings and ensure that the agenda is updated and available to all Board members. The Chair is an important contact person for all members of SES. Furthermore, Milda will be in contact with the Faculty of Humanities as a body of the University of Amsterdam. The various General Assemblies held during the year will also be chaired by the Chair. Within the Board of 2026/2027, Milda will coordinate the Activity Committee, Party Committee and the Travel Committee.

1.2.2. Secretary

The post of Secretary for the Board year 2026/2027 will be held by Dominika Kanovitsová. She holds the responsibility for the association's administration, which includes regularly updating the website and taking the minutes during Board meetings and assemblies, ensuring accessibility of the latter to all members. Moreover, she will keep an overview of the membership files and sign-up forms for the association's events. In addition, the Secretary, as the association's vice-chair, will stand in for the Chair if the latter is absent. This year, Dominika is coordinating the Career Committee and Debate Committee.

1.2.3. Treasurer

The post of Treasurer for the Board year 2026/2027 will be held by Panagiotis Chiotakis. The Treasurer holds the main responsibility for the financial affairs of the study association. Furthermore, they oversee the finances of all committees and will meet with the committee treasurers at the beginning of the first semester to guide them with their responsibilities. If deemed necessary by the Board or at the request of committee members, they may organise further meetings later in the year, considering both the performance and budget size of the relevant committees. They also ensure proper administration of the receipts, expense claims, income, and details of bank payments. Three times a year, the Treasurer will submit a grant application to ALPHA for the partial reimbursement of study-related activities. This year, Panagiotis is coordinating the Conference Committee and the Sports Committee.

1.2.4. Commissioner of Internal Affairs

The post of Commissioner of Internal Affairs for the Board year 2026/2027 will be held by Ana Sánchez Navarrete. The Commissioner of Internal Affairs will be the contact person for the members of the study association. Furthermore, she is responsible for organising the General Committee Assemblies and the Active Members

Weekend and Day, as well as monitoring the Gouden Borrelaar Award. Ana will also manage SES's social media accounts and thus ensure the correct and regular usage of the social media platforms while supervising the work of the Media Committee (see Art. 3.4.10). Additionally, Ana will be in charge of writing and sending out the weekly newsletter. This year, she is coordinating the Media Committee and the Weekend Committee. At the same time, Ana also plans on being on the Board for the AMS Unlocked Festival.

1.2.5. Commissioner of External Affairs

The post of Commissioner of External Affairs for the Board year 2026/2027 will be held by Riccardo Bortolan. The Commissioner of External Affairs will represent the association towards external bodies and work on establishing and maintaining contact with these parties, such as other study associations, sponsors, and cultural or political institutions. Moreover, the Commissioner of External Affairs arranges contact with the borrel locations and any other venues the association has an interest in unless this falls under the responsibilities of Committees. As Commissioner of External Affairs, Riccardo will always be available for advice for the Commissioners of Location, External Affairs, and Acquisition. This year, Riccardo is coordinating the Education Committee, the Eurovisie Committee, and the Introduction Committee.

1.3. Honorary Membership

An Honorary Member is a member of SES who has been voted as such unanimously during a General Assembly and thus becomes a member for life without having to renew their membership or pay the fee. An Honorary Member will be nominated as such for their dedication to the association and can be nominated by anyone as long as the requirements stated in the Standing Regulations are met. Furthermore, all nominees reserve the right to refuse the nomination. In full consideration of the hard work and dedication put into a Board Year, the Board will continue, as per tradition and as a gesture of gratitude, to nominate the previous Board Members as Honorary Members during the first General Assembly.

2. General Policy Plan

2.1. Vision

The 42nd Board is determined to promote important shared values of the association, emphasising transparency, democracy, and integrity. All decisions made by the Board throughout the year will be made to fully uphold the amended Statutes and Standing Regulations.

The Board considers community to be the foundation upon which the association's values rest and thus will strive to foster it by ensuring a safe, respectful and caring environment for every member. Inclusion of all members of the European Studies circle, as well as KES, is a priority, which will be promoted by a new membership category.

In continuation of the efforts undertaken by previous Boards, the Board will remain attentive to the diversity of its membership, including students in the Dutch track, master's students and members residing outside of Amsterdam, thereby ensuring that all members are afforded equal opportunity to participate.

The Board is excited and determined to continue strengthening its current relationships with the Members of the Association and Faculty, as well as building new ones with alumni and new members. The entire Board will also make themselves available to mediate any conflicts that may arise and promise to be accessible to all members while upholding confidentiality.

2.2. Recruitment and Integration of New Members

2.2.1. Introduction Period

The first weeks are crucial in order to achieve the above-mentioned goal. The entire Board was involved as mentors during the Intreeweek this year. Contact was initiated through social media channels during the summer, strengthened during Intreeweek, and will be further consolidated during the Introduction period. This introduces the first-year students to SES, its members, and student life in Amsterdam. The Board aims to foster closer collaboration with the Board of Intreeweek to ensure that European Studies mentors are given priority when mentoring European Studies students.

2.2.2. Promotion of Committees

The various committees within SES are essential for the functioning of the Association and the integration of new members. The promotion of the committees will take place through the digital platforms of SES as well as in person during borrels and other SES events. The committee page on the website will be updated with information on what the committees entail, their positions and subsequent tasks. An email will be sent to all the members at the beginning of the year with all relevant information about the association’s committees. Additionally, there will be regular posts and updates on social media platforms regarding the existing committees of SES. Furthermore, the Board will host a committee information evening that coincides with the committee sign-up period to inform future committee members on the responsibilities and tasks that come with being an active member, as well as give both committee and position-specific information.

2.2.3. Inclusion of Existing Members

The Board sees it as of utmost importance that the association remains attractive to all members, both old and new. The 42nd will use the introduction period to promote the association to prospective new members through events, such as park day, live music night, SES office tour, and karaoke night, but it also aims to include older members in the events of the introduction period.

2.3. Recruitment of Board Members

2.3.1. Promotion of the Board

The Board Information Evening will be held around mid-April to provide necessary information about the different positions within the Board and its responsibilities. Alongside this, there will be an Instagram takeover of each Board Member throughout one week, during which they will answer questions and talk about what they do. People interested in a Board position will also be encouraged to have a one-on-one conversation with a current Board member.

2.3.2. Board Selection Committee

The next Board will be selected by the Board Selection Committee. Applications for the Board Selection Committee will open in January, and the candidates will be voted in individually by majority voting during the Second General Assembly of the year. Ideally, the composition of the Board Selection Committee will be as follows:

- One current SES Board member
- One previous SES Board member
- One Board member from an external association
- Two SES members without Board experience

This composition is, however, not fixed and is, therefore, subject to change. The decision of the Board Selection Committee regarding the formation of the Board will be presented and voted on during the last General Assembly of the year. The 42nd Board will also emphasise the importance of absolute confidentiality for this Committee.

2.4. Promotion & Communication

2.4.1. Online Announcements of Events

The Board will continue to maintain the social media platforms of the association as well-structured and informative. This includes regular posts about all events and activities, an informative post regarding the events of each upcoming month, as well as individual event announcements. Promotion starts 1 week before the event date, unless decided otherwise by the Committee Chair and Board Coordinator.

2.4.2. Publicly Accessible Platforms

As in past years, SES will make use of three publicly accessible platforms. Our main social media presence will be on Instagram and will be used for general announcements, the promotion of events, and the promotion of sponsors. Additionally, Instagram will be used to display pictures of events that have taken place and to share media for promotion. The Board aims to make photos of SES events easily available to all members through a Google Photos Album/Drive, which are to be updated on a regular basis. A link to these archives will be made available in the Newsletter and the Instagram bio. A monthly Instagram post will highlight the achievements of Active Members in a *Member of the Month* post.

A *Member of the Month* will be an Active Member, selected by the Board, who the Board feels has given the most to the functioning of the association that month.

Furthermore, the website will be used to communicate all information about all upcoming events, as well as contain all the official documents and information about the functioning of the association and contact information.

(See Article 2.4.6).

Lastly, the 42nd Board will follow the initiative to become more active on SES's LinkedIn to present SES in a more professional manner and to create a professional network for the association. In addition, it will be used to maintain contact with guest speakers, alumni, and people involved with SES, as well as to find new contacts.

The Board will explore, as a means to re-establish KES, increasing utilisation of the Facebook account and may explore announcing events on Facebook to promote participation with master's and KES members.

2.4.3. Media Platforms for Members

The newsletter will be used for general announcements, the promotion of SES events, the promotion of sponsors, and opportunities for members. It will also provide information about the association to all members on a weekly basis.

Furthermore, the Board will aim to consistently use the SES Alerts WhatsApp Group Chat to make the SES members aware of upcoming events. Members can choose whether they want to be in this group chat by signing up via the link in the newsletters or when they sign up for the association.

2.4.4. Social Media Manager

The Commissioner of Internal Affairs functions as the Social Media Manager. The task related to this role is keeping the members engaged by ensuring the correct and regular usage of the social media platforms used by SES. At every Board meeting, a list will be made of the content that should be posted the following week.

2.4.5. Attendance at the General Assemblies

The Board will organise in-person General Assemblies (GAs) throughout the year. There are at least three GAs organised per year. With the notarisation and signing of the new proposed Statutes, a quorum of 4% is established. The Board will do everything in its power to ensure this quorum is met. For the GAs held after committee formations, it will be mandatory for the Chair and at least one additional committee member to attend the GA. The Board Coordinators will remind their committees of this policy with adequate notice beforehand. As was carried out in previous years, this will be done by informing everyone about the GA through the newsletter, as well as on Instagram. A first invitation to the GA will be sent out 15 days in advance, and a reminder will be sent 8 days beforehand. The reminder will include all relevant documents for the GA, but the Board will aim to have those sent out with the first invitation. Awareness of the importance and function of the GAs will be spread to attract a larger audience.

2.4.6. The SES Website

The Board aims to continue to explore the possibilities of the website as the secretary will further develop, maintain, and update the website regularly. It will contain all useful information regarding SES and its activities. The Board, with the aid of the Media Committee, will look into ways to introduce new functions and designs to the website, in order to improve the functionality of the SES website. All official documents will be available on Google Drive, which will be accessible through a link on the website. A digital archive on the website will also be developed.

2.5. Partners

The Board will actively maintain a database of collaborators that will be displayed on the website. Furthermore, we will explore the possibility of partnering with ACES for research opportunities for our members.

2.5.1. Collaboration with other Study Associations

SES highly values collaboration with other study associations, as it offers our members the possibility to become familiar with people from other study associations to enrich their student experience and will, therefore, continue them.

2.5.2. Collaboration with AMS Unlocked

Continuing with tradition, the Board will aim to remain a part of the AMS Unlocked Festival, organised by multiple associations, to provide the members with discounted tickets and the opportunity to be part of the organising team of the biggest event of the year. Given that collaboration happens, there will be one or two SES members working in the AMS Unlocked organisation. These members will be considered Active Members. In such a case, Ana will be on the Board of this organisation to oversee the decisions taken and ensure they are in the interest of SES and its members.

2.5.3. Alumnikring Europese Studies (KES)

The Board encourages and will continue all efforts to reestablish KES and hopes to invite the body to future SES. The Board aims to establish a strong relationship with

KES and its members going forward and will encourage all graduated SES Members to be involved with KES after its re-establishment.

2.5.4. Relations with the European Studies Department

In the following year, the Board will continue strengthening the communication and relations between SES and the European Studies Department and faculty to be able to share insights, networks, and knowledge. In addition, the Board hopes these relations will contribute to the educational events. As such, at least one of the Board Members will apply for the Programme Committee to possibly enable close communication between the Board and the European Studies Department.

2.6. Transparency

2.6.1. General Assemblies

Three General Assemblies will be organised throughout the academic year; however, the Board holds the authority to organise additional General Assemblies in case of extraordinary situations. Attendance to the GA will be encouraged so that all members can meet the quorum set in the statutes, but the Chair and at least one additional member of each committee must be present for the assemblies. The purpose of the assemblies is to present all new developments and offer additional insights into how the association is being managed. The General Assemblies are also a platform to present the Policy Plan, the Semiannual Report, the Annual Report, and the year’s budget plan.

2.6.2. Official Documents

The official documents of the association, consisting of the Policy Plan, the Semi-Annual Report, the Annual Report, and the minutes from each of the General Assemblies and Think Tanks, will be published on the association's website. Links to the documents will also be included in the newsletter where relevant.

2.6.3. Think Tanks

In order to maintain the transparency and inclusive character of the association towards our members, a minimum of three Think Tanks will be organised this academic year. The first Think Tank will take place at the beginning of the year and will represent an opportunity for members to express their ideas and expectations towards the Board and the association as a whole. The second and third Think Tanks will be mandatory for the Chair and at least one additional committee member; however, the Board will continue to encourage every Active Member to attend. This ensures more qualitative and inclusive feedback and stronger communication between all committees.

For continuity purposes and to boost attendance, the 42nd Board plans to hold the Think Tank soon after the corresponding General Assembly.

Moreover, the website will include a suggestion box with an anonymous option. The Secretary will take minutes during each Think Tank for transparency and administrative purposes.

2.6.4. Membership Structure

The 42nd Board is introducing a new membership category to make SES membership more accessible to students who wish to participate without committing to a longer-term membership.

The membership structure now comprises four categories, structured to ensure the association remains accessible to students at different stages of their studies and levels of involvement.

2.6.5. Membership Categories

2.6.5.1. Classic Membership

- Price: €40
- Validity: 3 years
- For: European Studies bachelor's students

Classic members receive all standard membership benefits and are eligible to be active members of SES.

2.6.5.2. Lite Membership

- For: Members seeking a shorter-term commitment
- Duration: 1 year
- Price: €20

Intended for students who want to be part of SES, participate in activities, and receive membership benefits without making a longer-term commitment. The Extension of Membership is not applicable after the termination of a Lite Membership.

2.6.5.3. Extension of Membership

- For: Returning members with a previously expired **classic** membership.
- Duration: 1 year
- Price: €5

Intended for students whose previous SES membership has expired and who would like to remain connected to the association.

2.6.5.4. Master's Membership

- For: Master's students
- Duration: 1 year
- Price: €15

Intended for: Students enrolled in a master's programme, in view of their typically shorter remaining period of study.

2.6.6. Advisory Board

The Advisory Board (AB) exists as a body that is external to the Board and offers support and advice to all members and the Board whenever necessary. Their involvement can be initiated both by the Board as well as any other SES members. Since the instances where support of the AB is needed tend to be complex in nature, the members of the AB need to be experienced enough in order to provide sound advice. The AB will also be characterised by its moral integrity, as it will act as a confidant to the individual Board members as well as any other SES member who chooses to confide in them. Any information shared with the AB will thus remain strictly confidential unless specifically mentioned otherwise. Furthermore, the AB will be consulted about any large-scale contracts that SES intends to enter into throughout the academic year.

2.6.7. Financial Control Committee

The Financial Control Committee (FCC) is tasked with overseeing the Treasurer's work throughout the year and thus ensuring the financial integrity of the association. The Committee will ensure that the Treasurer fulfils their tasks to the highest standard, keeping in mind the association's financial well-being, and will serve as a source of advice for the Board's Treasurer.

2.7. Inclusivity

2.7.1. Master's Membership

Article 2 of the Statutes of SES defines the association as open to any student directly or indirectly involved in the European Studies programme, including both English and Dutch-track Bachelor programs and the Master programs. The 42nd Board will continue the 1-year Master's Membership for 15 euros aimed towards European Studies Master students.

Furthermore, to continuously promote the Master's Membership of SES, the 42nd Board is planning on visiting lectures and promoting SES as a means for career-building opportunities through activities, like the yearly Career Dinner and MUNs, and general promotion more geared towards the needs and wants of master's students.

The Master's Membership, just like the Classic Membership, is extendable for one year at a time with the Membership Extension. SES Members doing a European Studies Master's after the bachelor's do not need to buy the Master's Membership since they already are SES Members and can, therefore, extend their Membership by standard procedure.

2.7.2. Languages of SES

The 42nd Board will make continuous efforts for SES to remain a bilingual association. Throughout the year, the newsletter, official documents, and social media posts will be provided mainly in English, as this is the overarching and most accessible language to students. In the same manner, English will remain the main language of SES events. However, the General Assembly invites and reminders will be sent in Dutch and English. Posts that are only applicable to Dutch-speaking students will be available in Dutch.

2.7.3. Further Integration of Dutch Track Students

The 42nd Board is aware of the importance of Dutch track students as an integral part of the association, and in a continuation of the previous board's efforts, the 42nd Board will continue to welcome Dutch track students and will have the Board's Dutch-learning members make an effort to (further) integrate Dutch track students into the association by, for example, having Dutch speaking students introduce SES during the Introduction Day.

2.7.4. General Accessibility to SES Events

To ensure the best possible accessibility to SES Events, like the weekly borrels, the Board is dedicated to hosting them in more accessible locations and at more convenient times, considering public transportation. The Board will continue to have the Borrels start at 20h00.

2.8. Book Sale

2.8.1. Book Discount

The Commissioner of External Affairs will have the task of providing students with the opportunity to order their required books and book bundles with a discount through SES. Students will order their books directly from the supplier but still receive the SES discount. The Commissioner of External Affairs will be in contact with the supplier. If students experience any issues during the process, the Commissioner of External Affairs will try to resolve them.

2.8.2. Available Information

The information on the procedure will be available in English to make sure that the book-ordering procedure is clear to all members.

2.9. Methods of payment

2.9.1. Available Methods

Payments will be made through iDeal, PayPal, Apple Pay, Credit/Debit card Transfers, and bank transfers. The available payment methods may be subject to change. The Wix fees for events will be applied to participants. While the fees individually remain negligible, throughout the years they have become a substantial burden for the association's budget, making the adjustment necessary.

2.9.2. Cash Payments

Cash payments are not accepted.

2.9.3. Outstanding Payments

If a member has an outstanding balance from a previous SES event that required payment, they will be permitted to attend further events where payment is required only once they have settled the outstanding balance.

2.10. SES Office

2.10.1. Opening of the Office

The SES office will be open every weekday, usually between 11:00 and 13:00. These times are subject to change depending on the class schedules of the Board Members; however, the Board will attempt regularity throughout the year. The hours will be updated in the Newsletter in case any change happens and in WhatsApp channels. The office will serve as a communal space for all SES members and is accessible to them, given the presence of a Board member at that time. The 42nd Board aims to include more opportunities to study and relax in the office by organizing study sessions as well as keeping board games and other activities accessible to members.

2.10.2. Office Shifts

Each Board Member will have a weekly office shift in which they will be present at an allocated day and time, which will simultaneously be the opening times of the office for that given day. In case of inaccessibility to the office, the members will be informed via Instagram and the WhatsApp group chats.

2.10.3. Promotion of the Office

The Board will promote the existence of the SES Office and make it accessible to its members. Most promotions will be through social media.

2.11. Agenda/Calendar

2.11.1. SES Agenda

The 42^{nd} Board will dedicate itself to ensuring a balance of different types of events organised. While many activities from previous years will be repeated, the Board will strongly encourage the different committees to develop new ideas for events and possibilities for cross-committee collaborations. The 42^{nd} Board will keep and make available a calendar subscription for its members that allows them to have a better overview of SES events and updates. The Secretary will also keep the website up to date and make it more visible and accessible.

2.11.2. Monthly Update

A monthly agenda post about events will be uploaded to the Instagram page at the beginning of the month, so that members will be able to plan ahead. However, the dates and locations can be subject to change. Additionally, to ensure visibility, the Commissioner of Internal Affairs will also pin the monthly calendar posts on top of the Instagram feed.

2.12. Environmental Policy

2.12.1. UvA Green Office

The Board will maintain several environmentally friendly measures in order to contribute to a more ecologically conscious association. The Board will strive to uphold and improve the cooperation between SES and the UvA Green Office to organise educational events.

2.12.2. Triodos Bank

The financial affairs of SES will continue to be facilitated by Triodos Bank. Triodos Bank seeks to support projects and businesses with social, environmental, or cultural added value through their clients' deposits.

2.12.3. Plastic Usage

Plastic usage will be discouraged by all means, for example, by only providing recyclable- or non-plastic utensils, cups, and plates at SES events.

2.12.4. Recycling

There are recycling bins in the office to encourage our members to use these bins and recycle their waste.

2.12.5. Digitalisation

The Board is committed to discouraging the use of paper and will support the digitalisation of any printed materials used for events or promotion purposes. Digitalisation of the Eurovisie Magazine and other promotional posters will be reviewed as the costs of printing must be weighed against the distribution and readership of the magazine and promotional materials, but no action is guaranteed.

2.12.6. Food at SES Events

All food provided by SES at SES events will be fully vegetarian in an effort to reduce the carbon footprint.

3. Committees

3.1. Committee Formation

3.1.1. Committee Formation Process

The committees should be formed by mid-October. In line with this, the applications for the various positions within the committees can be submitted after the first General Assembly on September 15th. The application period will end on the 30th of September at 23:59. This gives sufficient time for the aspiring new committee members to become familiarised with what being on a committee entails before the selection process begins.

Outside of the Introduction Weekend, extra effort will have to be made to promote the different committees to the new members. This will be achieved through the Committee Information Evening on September 22nd, to which the Board will invite former Committee Members to speak and present their committees. However, the Introduction Committee, the Board Selection Committee, and the Advisory Board Selection Committee will be formed at the start of the second semester of the academic year, as they have no events to organise before this period.

3.1.2. Promotion of the Committees

The importance of the committees' role in the association and the benefits for the active members shall be expressed to both the first and older years. For first years specifically, this will begin during Intreeweek and will continue throughout the Introduction Period. The "Committee" section on the SES website will be maintained with information about each committee, along with the application form. An email containing information about the committees, positions, and a link to the application form will be sent to all members. The weekly newsletter will feature a section on the committees and the application process. Extensive promotion on the association's social media channels will also be used to inform the members during the application period.

This will include various Instagram stories and updates containing info and testimonies by previous committee members.

3.1.3. Committee Discounts

The 42nd Board aims to support Committees and their members by providing discounts to committee members for events organised by their respective Committees. The size of the discount shall be determined based on the event price and ticket sales. Discounts may be granted at the request of the Committee Chair and require the approval of the Chair and Treasurer of the Board.

3.1.4. Adjustment of the Number of Committee Members

If necessary, the Board will decrease or increase the number of committee members in accordance with the number of applicants.

3.1.5. Diversity

The Board aims to achieve committees that have a diverse group of members from different years and backgrounds and with both Dutch and international students; however, competencies will always have priority in the selection process.

3.1.6. Committee Handbook

Having witnessed its positive use and practical nature, the 42nd Board will continue to have Committee Members sign the Committee Handbook to give prospective committee members insight into the duties, expectations, and responsibilities, as well as the benefits of being an Active Member. This Handbook will continue to function as a guideline in case problems within a committee or with a board coordinator arise. To ensure that the existence of this Handbook and its contents are communicated clearly to prospective committee applicants, it will be promoted through SES's media platforms. Furthermore, it will be included in the committee sign-up process, in which the applicants will have to agree to the contents by checking a box. Based on the independent nature and character of Eurovisie, the Handbook will not directly apply to it. However, the Board, in agreement with the Committee, can choose to introduce the Handbook for new Members of Eurovisie.

3.1.7. Interviews

If possible, all interviews will be held by the coordinator of the specific committee, supported by one of the other Board members, preferably one with relevant experience, all the while considering personal relationships with the interviewee.

3.1.8. Formation Process

The committee interviews are planned to be held in the first week of October, they may stretch into the second if an overwhelming number of applicants appear. A decision on the formation of the committees will be made at least three weeks before the first General Committee Assembly in which the committees will be introduced.

3.1.9. Later formed Committees

As in previous years, the sign-ups for the Introduction Committee and Board Selection Committee open at the end of the winter break. This is due to the fact that the responsibilities of these committees start later in the academic year. The application and formation process will be held in mid-February.

3.2. Functioning of the Committees

3.2.1. Role of the Board Coordinator

The Board Coordinator will be the principal intermediary between the Committee and the Board and is responsible for facilitating a line of communication with the Chair of the Committee. It is also important that the coordinator does not take on the tasks of the Committee Chair. The Board Coordinator has to supervise the activities and meetings of the committee and provide a supporting role unless the committee asks the Board Coordinator for active help.

3.2.2. Training Sessions

The Board will continue to host training sessions for all Committee Chairs, Secretaries, and Treasurers. These sessions will be held by the association's Chair, Secretary, and Treasurer to provide more guidance to effectively carry out their tasks and ensure an efficient and functioning committee.

3.2.3. Treasurers

The communication between the Board Treasurer and the Treasurer of the individual committee needs to be effective and consistent. This will be done through both constant, transparent communication between the two as well as meetings between the Board Treasurer and the committee Treasurers. These meetings will take place either at the request of the committee Treasurers, but more importantly, as deemed necessary by the Board Treasurer, considering both the performance and budget size of the relevant committees. It will furthermore be the Board Treasurer's responsibility to flag any concerns that may arise about the Committee Treasurer's effectiveness.

3.2.4. Role of Commissioner of General Affairs

The role of the Commissioner of General Affairs within a committee is to provide flexible support when required to complete a variety of non-role-specific tasks. The committee Chair needs to maintain good communication with the Commissioner of General Affairs in order to aid effective committee work.

3.2.5. Role of Commissioner of Location

The 42nd Board will continue this new position in any committee deemed necessary. The role of the Commissioner of Location will be to find suitable locations for their respective committees. However, if their role is fulfilled, they shall be open to taking on more tasks that help the general functioning of the committee. This role is highlighted here as a new addition to certain committees. It is put in those committees where the 42nd Board found it necessary that one commissioner would be responsible for finding a location for events. In committees where this wasn't found necessary, this role will be taken over by the Commissioner of External Affairs.

3.2.6. Role of Commissioner of Merchandise

The 42nd Board is continuing with the new role within the Media Committee, which has been created with the aspiration of developing SES merchandise. Although part of the Media Committee, this position will collaborate more closely with the Commissioner of External Affairs, aiming to produce the merchandise or, if not fully realised, establish a solid plan for the next Board and academic year. The Board plans on looking into expanding the merchandise range based on the demand of the association's members.

3.2.7. White Papers

At the start of their committee term, the coordinators of the various committees will stress the importance and usage of the white papers to the committee members. At the end of the academic year, each committee member has to contribute to the white paper, which will be uploaded to the committees' Google Drive. The responsibility falls upon the Chair to ensure that the document is presented in an orderly and timely manner. The white paper is to be developed throughout the year and finalised 2 weeks after the committee's final event of the year. This does not apply to the Eurovisie Committee, as this committee functions somewhat differently and, as a result, does not have a White Paper. If no White Paper exists, or the previous person to hold the position is unreachable, it is the Board Coordinator's responsibility to answer any questions or queries and the current position holder's responsibility to create one.

3.2.8. Reports

To facilitate the completion of the White Papers and to avoid the recurrence of mistakes, the 42nd strongly encourages the Committees to have at least one Committee member write a report of each activity held by the Committee after it happened, noting everything that went great and any troubles that might have occurred, how they were solved, and suggestions if the event is to be held again in the future. Which Committee Member writes the report is up to the Committee's discretion, but the supervision falls under the Committee's Chair's scope of responsibility.

3.2.9. Resignation

In the event of the resignation of a committee member, the committee, together with the Board coordinator, will decide if it is necessary to find a replacement. To prevent this from happening, the members shall be informed about the specific expectations of a committee through the Committee Handbook (see 3.1.5).

3.2.10. Expulsion from a Committee

In exceptional circumstances where a committee member is unable to adequately fulfil their role, the Board reserves the right to expel committee members from the committee. The exact conditions that need to be met to warrant an expulsion are detailed in the Committee Handbook (see 3.1.5). The committee member will receive one official warning before the expulsion process starts. If circumstances do not improve following the official warning, then the committee member may face expulsion as a final measure. Expulsion from a committee is not equivalent to blacklisting or termination from the association as a whole, which are addressed separately in Article 17 of the Standing Regulations.

3.3. General Committee Guidelines

3.3.1. Shared Events

The Board strongly supports the collaboration between committees by encouraging the organisation of shared events.

3.3.2. Promotional Activities

Promotional activities, including photographs during the event, will be the responsibility of the Media Committee.

3.3.3. Media Committee Communication

The different Committees are responsible for communication with the Media Committee regarding the promotion of their events. When promotion for an event is required, committees must provide the Media Committee with all appropriate information at least 2 weeks before the event and update, if necessary, until the start of promotions.

3.3.4. Profits

Keeping in mind that SES is a non-profit organisation, if a committee makes a profit, the profit will be used to assist in funding other SES events, in particular, Active Members Weekend and the Lustrum fund.

3.4. Committee-specific Policy Plan

The Board reserves the right to change the composition of committees based on the number of applicants.

3.4.1. Activity Committee

3.4.1.1. Summary

The task of the Activity Committee is to organise recreational events. In addition, the Activity Committee will aim to host charity events over the course of the year.

3.4.1.2. Composition

The Activity Committee consists of a Chair, a Secretary, a Treasurer, a Commissioner of Location, and two Commissioners of General Affairs.

3.4.2. Career Committee

3.4.2.1. Summary

The Career Dinner is the main project of the committee. The event will be open to all members. Besides the Career Dinner, the committee is encouraged to organise more career-related events, potentially involving alumni, or events that contribute to members' professional development, especially to boost Master Memberships.

3.4.2.2. Composition

The Career Committee consists of a Chair, a Secretary, a Treasurer, a Commissioner of Location, and a Commissioner of Acquisition.

3.4.3. Conference Committee

3.4.3.1. Summary

The task of the Conference Committee is to primarily organise: the annual conference, which should address relevant topics to the various disciplines within European Studies, and engage members to familiarise themselves with relevant fields, and hopefully a new alumni event which should seek to educate members on workplace and career skills.

3.4.3.2. Non-members

The conference is intended for both members and non-members. However, members can attend conferences at a discounted price. These events are also intended to target the interest of Alumni and Master Students.

3.4.3.3. Composition

The Conference Committee consists of a Chair, a Secretary, a Treasurer, a Commissioner of Location, a Commissioner of Acquisition, and a Commissioner of General Affairs.

3.4.4. Debate Committee

3.4.4.1. Summary

The task of the Debate Committee is to organise the SESMUN conference as well as other events, keeping the SES calendar in mind. The SESMUN will be preceded by debate seminars to help the participants prepare for the event. Regarding the topic of the SESMUN as well as any other debates, it is recommended that current issues be taken up.

3.4.4.2. Composition

The Debate Committee consists of a Chair, a Secretary, a Treasurer, a Commissioner of External Affairs, a Commissioner of Location and a Commissioner of General Affairs.

3.4.5. Educational Committee

3.4.5.1. Summary

The task of the Educational Committee is to organise study-related activities and to facilitate members' interest in topics related to the European Studies courses. The Educational Committee also organises some themed pub quizzes and movie nights. The 42nd Board will encourage more cultural-educational events in the year, following the success of Opera Night.

3.4.5.2. European Studies Curriculum

The Educational Committee shall attempt to align the activities to the curriculum and closely cooperate with the faculty to expand its network and thus make the educational aspect of their events more attractive. The 42nd Board intends to establish more study support for members in the form of study sessions.

3.4.5.3. Composition

The Educational Committee consists of a Chair, a Secretary, a Treasurer, a Commissioner of External Affairs, and a Commissioner of General Affairs, who will be responsible for the book club.

3.4.6. Eurovisie

3.4.6.1. Summary

Eurovisie is the magazine of the association. There are several editions of the magazine published each year. The content of the magazine is directed towards the interests of European Studies students. This includes content related to the course, careers, the university, and life in Amsterdam. The articles are written by editors and guest authors alike.

3.4.6.2. Composition and Application

The committee will consist of an editor-in-chief, deputy editor, editors, and a designer. The committee will not be disbanded at the end of the year. Members can stay on the committee for as long as they would like, provided they function according to the committee's standards. Members can apply for the Eurovisie committee throughout the entire year. The Eurovisie Committee is considered an active member and therefore will receive all benefits associated with an active membership.

3.4.6.3. Submissions

Any European Studies student can submit articles for the Eurovisie to the committee. This should also be encouraged by the committee and will be included in the newsletter preceding an upcoming publication.

3.4.6.4. Instagram page

The committee, together with the Board coordinator, will maintain the individual Instagram page for Eurovisie. Instagram will be used to share the online edition of the magazine, promote the magazine, and make posts concerning and related to the content of the magazine. Furthermore, new Eurovisie editions will also be promoted by the Board's Commissioner of Internal Affairs on the SES Instagram either through stories or collaborative posts.

3.4.6.5. Promotion

Awareness about the existence of the online version and the Eurovisie Instagram should be raised. This will be done by means of highlighting the online version on the website and other social media channels. Moreover, older articles might be posted if they become relevant for an upcoming SES event or applicable to emerging news. The Eurovisie Committee is responsible for the promotion of the magazine, however, this can be closely done with the Media Committee and, when deemed necessary, with the Association's Commissioner of Internal Affairs.

3.4.6.6. Reintegration of Eurovisie in SES

The Eurovisie Committee is more independent and has, therefore, on some fronts, lost its connection to SES. The Board is aiming at closer communication and cooperation with the Eurovisie Committee to rekindle the relationship, as the Board values the Committee and sees it as an important part of SES; this may begin with more in-person events.

3.4.6.7. Environmental policy

The Board strives to find a balance between remaining in line with environmental policy and effectively distributing the magazine to readers; the 42nd will explore how further digitalisation can reduce costs and improve readership, or how in-person events could improve awareness and engagement.

3.4.7. Party Committee

3.4.7.1. Summary

The task of the Party Committee is to organise several SES parties per year, for example, a holiday party in collaboration with other associations, when possible, and themed borrels. The Party Committee is encouraged to establish new events as well.

3.4.7.2. Composition

The committee will consist of a Chair, Secretary, Treasurer, one Commissioner of Location, and one Commissioner of General Affairs.

3.4.8. Introduction Committee

3.4.8.1. Summary

The task of the Introduction Committee is to organise several events during the Introduction period as well as the Introduction Party and the Introduction Weekend. Furthermore, the Introduction Committee will assist the Board during the extended introduction period regarding integrating the new first-year students.

3.4.8.2. Inclusion of older years

The Board encourages some events during the Introduction Period to be open to older SES members to increase the integration of different years. Moreover, the older years will be directly invited to join these events to encourage their attendance, such as the first borrels, Park Day, and Introduction Party.

3.4.8.3. Composition

The Introduction Committee consists of a Chair, a Secretary, a Treasurer, and three Commissioners of General Affairs.

3.4.9. Media Committee

3.4.9.1. Summary

The Media Committee is responsible for the creative design of any material needed for promotion by the association, such as banners and social media content. The members of the committee will also be encouraged to present their ideas regarding new developments that concern the website or social media accounts. The Board believes that having one committee in charge of this side of the association brings more cohesion to its entire public appearance.

3.4.9.2. Yearbook

In addition to designing the promotional material for SES events, the Media Committee will further the creation of an SES Yearbook for our members. The yearbook will provide a nice physical space to celebrate the highlights of SES during the 2026/27 year. There will be three members in the Yearbook Committee, and they are expected to remain dedicated and up to date with the Yearbook all year round.

3.4.9.3. Collaboration with Committees.

The Media Committee is also expected to collaborate with all the committees. This collaboration will result in the final promotional material for each event the committees organise, commissioned by the individual committees, and designed by the Media Committee. To facilitate this, the Board will continue the existing "Media x Committee" Group chat, which will include one member from each Committee.

3.4.9.4. Composition

Media Committee will be composed of 7 members: two designers, two photographers, three yearbook coordinators, and the Commissioner of Merchandise. The Commissioner of Internal Affairs functions as Chair of the Media Committee.

3.4.9.5. Application process

In addition to the standard interview, applicants for the Media Committee need to present relevant previous work or come prepared with a creative assignment to demonstrate their creativity and skill.

3.4.10. Sports Committee

The 42nd Board, reflecting on last year's interest in the Sports Committee, will continue to build it, encouraging more events as well as collaborations with other associations and institutions.

3.4.10.1. Summary

The Sports Committee reflects an increased interest in physical exercise activities that cannot be covered by the Activity Committee as their workload is already quite extensive.

3.4.10.2. Composition

The Sports Committee consists of a Chair, a Secretary, a Treasurer, a Commissioner of Location, and a Commissioner of External Affairs.

3.4.11. Travel Committee

3.4.11.1. Summary

The task of the Travel Committee is to organise the yearly study trip. Before the trip starts, the committee should also organise an information evening with all participants.

3.4.11.2. Composition

The Travel Committee consists of a Chair, a Secretary, a Treasurer, a Commissioner of Transport, a Commissioner of Activities, and a Commissioner of Accommodation.

3.4.11.3. Social Safety Training

The Board intends to continue the organisation of a mandatory social safety training course for all members of the Board and Travel Committee, even if already completed before, with the only exception of having done one of these trainings in the same academic year. This will help to equip the Board and Travel Committee with appropriate training on dealing with difficult social and/or personal situations that may arise during the Study Trip.

3.4.12. Weekend Committee

3.4.12.1. Summary

The Weekend Committee will organise at least one weekend trip for members over the course of the year.

3.4.12.2. Composition

The Weekend Committee consists of a Chair, a Secretary, a Treasurer, a Commissioner of Accommodation, a Commissioner of Activities, and a Commissioner of Transport.

3.4.12.3. Social Safety Training

The Board intends to continue the organisation of a mandatory social safety training course for all members of the Board and Weekend Committee, with the only exception of having done one of these trainings in the same academic year. This will help to equip the Board and Weekend Committee with appropriate training on dealing with difficult social and/or personal situations that may arise during the Weekend Trip.