



Study Association for European Studies: Committee Handbook

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Article 1: Expectations

1.1 Expectations

Signing up to a SES Committee requires a consistent level of commitment by the Committee members to ensure the smooth running of the Committee, of its events and the Association as a whole. This is also crucial to ensure the equal division of work between the members of the Committee. As a result, the following is expected of a Committee member:

1.1.1 Time management

All Committee members should be able to effectively manage their time in balance with their studies and other commitments in order to allocate the appropriate amount of time needed for the Committee. The amount of time required can vary depending on the Committee, role, and time of year. Most weeks a Committee member may not have to allocate more than 30 minutes to the Committee while some weeks closer to events may require up to 3 hours a week, for example. This takes the form of attending meetings whenever they are agreed upon and putting in the amount of time and work to complete the vision of the Committee. To facilitate having regular meetings, a Committee can request access to the SES Office through the Board Coordinator as a location to hold Committee meetings. At any point should the time commitment exceed what a Committee Member can allocate, it is crucial for the member to reach out to the Board Coordinator so they can take this into account and find a solution that works for the Committee as well as the Committee member.

1.1.2 Cooperation with Committee and the Board

Cooperation between Committee members and members of the Board is essential for the smooth running of the Committee and its events as well as SES as a whole. Therefore, it is of utmost importance that a Committee member is able to clearly communicate and cooperate with their fellow Committee members as well as with the Board through the Committee's Board Coordinator. This is also expected of the Board Coordinator towards their Committee.

1.1.3 Committee Events

Events planned by the Committee are expected to be attended by all members of the organising Committee. However, if a Committee Member cannot attend an event, it should be communicated to the rest of the Committee as far in advance as possible. In the case

that an event has an entry fee, this must be paid in full by all members of the Committee. This goes in accordance with Article 17 of the Standing Regulations of the Association.

1.1.4 White Paper

After the formation of a Committee, they will receive a White Paper from the previous year's Committee. This White Paper includes a general overview of the functioning of the Committee, as well as an overview of the events the previous Committee organised. This should serve only as a guide for the new Committee who is in no way bound to replicating the methods or events found in the White Paper. At the end of the year it is the responsibility of the Committee to write a White Paper for the next Committee. The Chair should ensure that this is completed before the end of the year. The exact deadline for this will be communicated by the Board.

1.1.5 Respectful Conduct

A Committee member, in the inner workings of the Committee, at their events, as well as in any capacity as a SES member, should strive to create a respectful working environment, to ensure both the social safety as well as the fruitful working among fellow Committee and association members. The same is expected from the Board Coordinator. This is crucial to preserve the peaceful nature of the association.

Article 2: Responsibilities

2.1 Responsibilities

Each Committee has specific roles that each Member performs to ensure the successful and fruitful running of the Committees. These roles can vary by Committee, but, with few exceptions, each Committee has one of the following:

2.1.1 Chair:

The Chair leads the Committee meetings, writes the agendas and is generally the contact point for the Committee, meaning that cooperation with other parties is done through the Chair. This applies unless a specific task involving other parties is covered by an additional role in the committee. The Chair also takes up the role of the mediator and needs to be able to take all varying perspectives into consideration when making decisions within the Committee. It is important to note that they do not have more decision making power than other Committee members, and decisions should be taken considering the opinions of all Committee Members.

2.1.2 Secretary:

The Secretary is the administrative force behind a Committee. As a result, they are required to work closely with their Chair. They are responsible for keeping accurate and complete minutes of the Committee meetings to allow for clear communication between Committee members when reiterating a previously discussed point as well as to ensure transparency within the association.

2.1.3 Treasurer:

The Treasurer is responsible for the financial side of a Committee. To this end, they create and update a budget to accurately reflect both the expenses and revenues of the Committee, in close coordination with the Board Treasurer. They must have a general oversight of the Committee's financial capacity at any moment. Should the Committee need to secure additional external funding for an event, the Committee Treasurer must work closely together with the Board Treasurer to apply for funding.

2.1.4 Additional roles:

Beyond these roles, a Committee may also include more roles including but not limited to Commissioner of External Affairs, Commissioner of General Affairs or Commissioner of Location. Such roles are Committee dependent, and as a result are flexible to the vision and needs of a Committee. They may have specific responsibilities beyond the expectations laid out in Article 1, however these are determined within the Committee in close coordination with the Board.

Article 3: Internal Committee Disputes

3.1 Internal Committee Disputes

As mentioned in Article 1.2, cooperation within the Committees and with the Board is of utmost importance. While conflict is a natural part of cooperative work, in case a conflict between parties occurs which can negatively impact the members, the Committee or SES as a whole, the Committee Chair is the first contact point for such a situation. The Chair will mediate between members as needed to come to a compromise which suits all parties. However, if a Committee member finds they need outside assistance to resolve the dispute, they can take the following steps.

3.1.1 Contact Board Coordinator

The Committee member should first contact the Board Coordinator and make them aware of the situation. The Board Coordinator will mediate the situation within the Committee and come to an agreement or plan of action with the involved members to ensure the continued cooperation within the Committee.

3.1.2. Contact the Advisory Board

The Advisory Board (AB) functions as a confidential advisor body for any SES member who wishes to keep their concerns private or anonymous. The AB can aid in especially socially sensitive situations, for example if a Committee Member has a dispute involving the Board, whether Board Members individually or the Board as a whole, or other issues the Committee Member does not feel comfortable discussing with their Chair or Board Coordinator. The AB assumes a crucial role as the overseer of both the Board and the association at large, and as a result can help resolve more sensitive disputes.

Article 4: Benefits

4.1 Benefits

Being a part of a Committee in SES grants Active Member status of the association.

4.1.1 Active Members Weekend:

As a result of being an Active Member of SES and putting in the appropriate time and effort into the smooth running of their Committee and the association, Committee members are invited to sign up for the annual Active Members Weekend, organised by the Board, as a celebration and commendation of their hard work throughout the academic year.

4.1.2 Active Member Exclusive General Events:

Active Members can also join events exclusively organised for them. There is no set date, activity or amount for these events and are as a result communicated to the Active Members through the Active Members WhatsApp group chat, which every Active Member will be invited to join.

4.1.3 Committee Hoodies

Active Members have the opportunity to purchase customised Committee hoodies, which state their name, position and Committee. It should be noted that the purchase of the hoodies is completely optional.

Article 5: Outcomes

5.1 Potential Breach of the Handbook:

In the rare instance that a Committee member is not adequately fulfilling their expectations and responsibilities within their Committee, as set out in Article 1 and Article 2, there are a number of steps to be taken in an effort to remedy this.

5.1.1 Meeting with Board Coordinator

In the case of a Committee member not upholding the Articles of the Committee Handbook, as observed by both the Committee as well as by the Board Coordinator, the Committee member may be invited to a meeting with the Board Coordinator to address said issues and try to come to an agreement or plan of action in an effort to improve the situation.

5.1.2 Official Warning

Should the Board Coordinator deem the situation not improving or continuing to worsen, which impacts the functioning of the Committee, the Board can decide, in consultation with the Advisory Board, to issue an official warning from the Board in respect to their actions. This warning will take the form of an official email.

5.1.3 Expulsion

If after the official warning there is no improvement in the situation regarding the Committee member's behaviour and actions, the Board reserves the right to expel the Committee member from their Committee as a measure of last resort. This does, however, not mean that the Committee member is expelled from the association as a whole and shall therefore not impact the possibility of attending the events organised.