

Rules of Procedure

BOARD

Article 1

The board is charged with:

- a. conducting the policy of the association;
- b. coordinating the policy of the association;
- c. maintaining contacts with the institute;
- d. organising activities that are not organised under the responsibility of one of the committees but do fall within the objectives of the association;
- e. guaranteeing a textual contribution of the association in the association's magazine;
- f. recruiting new members, whether or not in cooperation with one of the committees;
- g. the maintenance and equipping of the association's premises;
- h. publishing an annual yearbook;
- i. organising a Freshmen Weekend.

Article 2

2.1

The president shall be responsible for:

- a. coordinating the board;
- b. presiding over board meetings;
- c. maintaining contacts outside the association;
- d. representing the association in external bodies.

2.2

The secretary shall be responsible for:

- a. handling the correspondence;
- b. taking minutes of the board meetings and the General Assembly meetings;
- c. taking care of the membership administration and keeping an address file of all external contacts;
- d. taking care of the annual report, the interim report and the policy report;
- e. maintaining the archive of the association;
- f. looking after the internal rules and the Statutes of the association;
- g. managing the old-board-members file.

2.3

The treasurer shall be responsible for:

- a. managing the resources of the association;
- b. the expenditure of the board, the committees and the association's magazine.

2.4

- a. The board shall provide a chair or appoints a chair, but shall at all times be responsible for the committees.
- b. The responsible board member must at all times be given the opportunity to be present at the committee meeting.

2.5

- a. The board shall itself appoint a vice-president from its midst
- b. He/she shall take over the president's duties in his/her absence

MEMBERS

Article 3

The members of the association shall, in addition to fulfilling their statutory obligations, be responsible for maintaining and strengthening the good name of the association at all times.

COMMITTEES

ARTICLE 4

4.1

From the 2019-2020 association year onwards, the association shall have at least the following committees:

- a. The Excursions Committee. This committee takes care of formal domestic excursions.
- b. The Education committee. This committee is in charge of organising lectures, debates and forums, among other things, with the aim of coordinating the education support programme.
- c. The Dies committee. This committee takes care of activities during the Dies of SPIL. When there is a lustrum year, the Dies Committee is replaced by the Lustrum committee.
- d. The Brussels Excursion committee. This committee takes care of the excursion to Brussels.
- e. The Short Trip committee. This committee takes care of the Short Trip.
- f. The Long Trip committee. This committee takes care of the Long Trip.
- g. The Festive committee. This committee is responsible for informal events that are not specifically linked to other committees. This includes the monthly borrels, parties and gala, but also other social activities.
- h. The Masters Activities committee. This committee is responsible for organising activities for Master's students.
- i. The DEBAT committee. This committee is responsible for the association magazine DEBAT.
- j. The Acquisition committee. This committee is responsible for acquiring advertisers and sponsors and for designing merchandise items.
- k. The Yearbook committee. This committee is responsible for the delivery of a yearbook at the end of an association year.
- l. The Congress committee. This committee is responsible for facilitating a visit to an international and politically relevant congress (aimed at students).
- m. The Introduction committee. This committee is responsible for organising the Freshmen Weekend and other first-years activities.

- n. The Promotion committee. This committee is responsible for the promotion and announcement of activities by means of, for instance, newsletters and posters.
- o. The SPIL-weekend committee. This committee is responsible for organising an informal SPIL-weekend for all members of the association.

Article 5

5.1

The chair of a committee coordinates the activities of the committee.

5.2

The committees shall consist of as many members as deemed necessary for the functioning of the committee.

5.3

The board shall formulate the policy, but committees shall be given the responsibility to implement it independently, provided that this is not in conflict with Article 2 of the Statutes.

5.4

If the committee carries out a policy that conflicts with article 2 of the Statutes, the board may, pursuant to article 11 paragraph 2 of the articles of association, prevent the policy concerned from being implemented.

5.5

Members of the committees must be members of the association.

5.6

The commissioner is ultimately responsible for his or her committees. The commissioner supervises the chair and the rest of the committee, acts as a person between the board and the committee, and monitors the executive function of the committee.

Article 6

6.1

Within two months after the start of the association's year, the board shall convene a General Assembly at which it shall present a budget and policy paper.

6.2

No earlier than five months and no later than eight months after the start of the association's year, the board shall convene a General Assembly at which it shall present an interim balance sheet and an interim report.

ELECTION REGULATIONS

Article 1

1.1.1

In the first week of May, the board shall call upon all members in writing to apply for a position in a newly formed board.

1.1.2

Incumbent board members may not put themselves forward as a candidate for the next board.

1.1.3

The board shall call upon all members to stand as candidates for newly formed committees at least two weeks prior to the closing date of applications.

1.2

The closing date for nominations shall be determined by the board and explicitly mentioned in the call referred to in Articles 1.1.1 and 1.1.3.

Article 2

If, after the nomination of candidates has been closed, there are not enough candidates to enable a nomination for a new board and new committees to be installed at the General Assembly, the board shall be authorised to take all such steps as it deems necessary to remedy this defect.

Article 3

3.1

Members must submit their candidacy for the board in writing.

3.1.1

Members must indicate for which position(s) they wish to be considered.

3.1.2

However, the board may decide to nominate the candidate for another position.

3.2

Candidate board members are called for an interview by the incumbent board.

3.3

Candidate board members are informed as soon as possible whether they have been nominated and if so, for which positions. The attention of unsuccessful candidates is drawn to the possibility of submitting a counter candidacy at the General Assembly in accordance with the procedure described in Article 6.

3.4

Based on its findings, the incumbent board shall make a written nomination to the members, but not before all candidate board members have been informed of the nomination.

3.5

After the approval of the GA, the candidate board members f.t. board. The incumbent board shall endeavour to do so within one month after the nomination by means of a General Assembly.

Article 4

The board shall endeavour to have the changeover of board and committees, with the exception of the Brussels Excursion committee, the Long Trip Committee, the Dies committee and the SPIL-weekend Committee, take place in the second week of the academic year. This GA is the Change of Boards GA.

Article 5

If no opposing candidates have been put forward, the candidates shall be deemed elected, unless any member believes that a vote is necessary.

Article 6

If there are one or more opposing candidates for a board position, a written vote shall be taken to elect the candidate who obtains a majority of at least 2/3 of the valid votes cast. If none of the candidates obtains this majority, a second round shall take place in which the vote shall be between the two candidates who obtained the most votes in the first round. This vote shall be decided by an absolute majority.

Article 7

The members of the committees shall be appointed by acclamation by the General Assembly on the recommendation of the current board, unless any member wishes to vote on the candidates separately. This vote shall be taken in writing and by a simple majority.

RULES OF PROCEDURE

Article 1

The College of GA Chairs shall be charged with the management of the meeting and the maintenance of order, and shall be entitled to adjourn meetings for a period of time of its own choosing. The College of GA Chairs shall determine the order of the day, with due observance of the provisions of the Statutes and the Rules of Procedure.

Article 2

Before the start of the meeting the secretary shall circulate an attendance list on which the members shall place their names. Only those whose names appear on the attendance list shall be deemed to be present at the meeting.

Article 3

No one shall take the floor before having received permission from the College of GA Chairs. The College of GA Chairs shall give the floor in the order in which it has been requested, unless it considers that there are serious reasons for doing so.

Rule 4

The College of GA Chairs may deny a speaker the right to speak, giving reasons.

Article 5

Any member may request an order debate, in which the procedural course of events concerning the GA is discussed. A requested orderly debate shall be held immediately upon request.

Article 6

Any member may raise a point of order, which shall be taken into consideration immediately after it is raised. An adopted motion shall be binding.

Article 7

Any member may table written amendments to any motion under discussion.

Article 8

8.1

If no further amendments are proposed to any proposal and the discussion of it is closed, a vote shall be taken. Everyone is entitled to explain their vote.

8.2

If the General Assembly deems it necessary, a vote may be taken on each part separately and then on the proposal as a whole.

Article 9

Amendments tabled shall be put to the vote in order of their submission unless, in the opinion of the chair, an amendment tabled subsequently would have been more far-reaching than one tabled previously, in which case the more far-reaching amendment shall have priority.

Article 10

10.1

Only those members present at the meeting and those who have granted authorisation and fulfilled their obligations shall be entitled to vote.

10.2

Each member has the right to submit a motion to be considered by the General Assembly.

10.3

Motions must be submitted in writing and on the appropriate motion paper, which has been provided by the board.

Article 11

A proposal that has been dealt with once cannot be dealt with again at the same meeting, unless new facts are presented.

Article 12

A motion of no confidence shall be considered immediately.

Article 13

If a motion of no confidence is accepted, the board or the board member against whom the motion is directed shall vacate his or her seat(s). A motion of no confidence shall be passed by a 2/3 majority of votes.

Article 14

14.1

Voting on persons shall take place in writing.

14.2

Votes on other subjects shall in principle be by roll call. Voting by ballot shall take place at the request of any member. If two-thirds are opposed to this, a written vote cannot take place.

Article 15

15.1

At the commencement of the meeting, the General Assembly shall appoint a voting committee, which shall be charged with counting the votes.

15.2

Members of the voting commission may not be members of the board or the Audit committee.

Article 16

16.1

There are three types of valid votes: a vote in favour, a vote against and a blank vote. A vote not cast is not a valid vote.

16.2

In the case of votes by a simple majority, a relative majority shall suffice for the adoption of the motion or proposal.

Article 17

During the entire duration of the General Assembly, everyone present has the right to use both Dutch and English.

REUNIONISTS REGULATIONS

Article 1

1.1

Those who wish to become reunited under Article 5, Paragraph 5.1 of the Statutes must submit a request to the board. This request can be made if one has been a member of SPIL. If a request for reunionist membership is made while a member of the society, the full contribution for the current year has to be paid.

1.2

The board should regularly draw members' attention to the fact that they can become a reunionist.

Article 2

The board is obliged to grant the request to become a reunited member, unless the membership of the applicant has ended due to expulsion or termination by the association, or unless granting the request cannot reasonably be required from the board.

Article 3

In the event that a reunionist does not comply with the obligations mentioned in Article 5, paragraph 5, sub-section 2 of the Statutes, the board is authorised to no longer recognise that person as a reunionist.

Article 4

The board shall inform the person involved of the decision, as referred to in Article 3 of these regulations, as soon as possible and at least within one month.

Article 5

If the board decides to reject the request referred to in Article 2 of these regulations, and if Article 3 of these regulations applies, the person concerned shall be entitled to appeal to the General Assembly within one month of receiving the notification of this decision.

Article 6

Reunionists are kept informed of the activities of the association by the board.

Article 7

Reunionists receive reunionist newsletters and the association magazine DEBAT. They shall owe a sum of ten euros per year to the SPIL for this purpose.

THE AUDIT COMMITTEE

Article 1

1.1

The Audit committee checks all expenditures made by and under the responsibility of the treasurer.

1.2

The Audit committee may at any time inspect and audit the financial records and shall do so at least twice a year and reserves the right to have the board convene a General Assembly.

Article 2

Two weeks before the Interim General Assembly referred to in Article 6.2 of the Rules of Procedure, the treasurer shall draw up an interim balance sheet, which shall be checked by the Audit committee.

Article 3

The interim balance sheet shall be discussed at the interim General Assembly.

Article 4

All committees shall submit a final financial report to the treasurer at the end of the financial year.

Article 5

The final reports of the committees and the final financial report of the treasurer must be submitted to the Audit committee at least two weeks before the General Assembly.

COLLEGE OF GA CHAIRS

Article 1

The College of GA Chairs is charged with the leadership of the General Assembly in compliance with the Rules of Procedure.

Article 2

2.1

The College of GA Chairs shall consist of at least two and no more than three members of the association.

2.2

The College of GA Chairs shall decide among themselves at each General Assembly who will be in charge of the General Assembly.

2.3

The acting GA Chair from the College of GA Chairs shall not take his/her seat in the General Assembly.

Article 3

3.1

The College of GA Chairs shall serve for one year.

3.2

The College of GA Chairs shall change at the next General Assembly which shall take place after the General Assembly at which the board changes.

3.3

The College of GA Chairs will be discharged and installed following the discharges from and installations of the committees that the SPIL has.

Article 4

4.1

At the beginning of the General Assembly at which the new College of GA Chairs will be installed, the chair of the General Assembly will call on everyone to run for the College.

4.2

Only members who are not on the board, a member of the Audit committee or any other committee may apply.

4.3

When there are more than three members running for the College, the GA will have the opportunity to express up to three preferences in writing. The three members with the most votes shall be installed in the College of GA Chairs. If, due to an equal number of votes, it is not clear which three members enjoy the most preferences, a vote will take place during which the members of the GA receive one vote and will submit this in writing.

4.4

If no more than three candidates have been nominated, the candidates shall be deemed elected unless any member believes that a vote should be taken. Should that be the case, each candidate shall be voted on separately in writing and each candidate must receive a simple majority.

4.5

If there is only one candidate who can count on a majority of the support of the General Assembly, then that candidate will be installed in the College of GA Chairs and the current College of GA Chairs will determine who from the current College will stay on until the next General Assembly, at which another call for candidates for the College of GA Chairs will be made.

4.6

If no candidate can count on a majority of the support of the General Assembly, then the College shall remain in office until the next General Assembly, at which time the procedure shall be re-initiated at the start of the General Assembly.

THE ADVISORY BOARD

Article 1

1.1

For the benefit of the continuity of the association, there is an Advisory Board that can give advice to the board on association-wide or board function-specific issues.

1.2

The Advisory Board is an advisory body to the SPIL board. Its opinions are both solicited and unsolicited and non-binding.

1.3

The Advisory Board may be asked to meet by the board, but may also do so on its own initiative.

Article 2

2.1

Advisory Board members shall serve for one association year, after which they may be re-elected. A possible early removal is possible.

2.2

The Advisory Board changes at the Interim General Assembly.

2.3

The Advisory Board will be discharged and installed following the discharges from and installations of the committees that SPIL has.

Article 3

The Advisory Board shall consist of a minimum of three and a maximum of seven members and/or reunionists of the association.

Article 4

4.1

During the General Assembly at which the Advisory Board is installed, the chair of the General Assembly will call on members to apply for the board.

4.2

Only members and/or reunionists who have served on the board in the past and who are not members of any committee of the SPIL, with the exception of the Audit Committee, may apply.

4.3

When there are more than seven members and/or reunionists running for a seat in the Advisory Board, the General Assembly shall have the opportunity to express in writing up to seven preferences. If, due to a tie in the voting, there is no clarity on who may sit on the Advisory Board, this procedure shall be repeated between those who received an equal number of votes for this decisive seat.

4.4

If no more than seven members and/or reunionists have stood for election, the candidates shall be deemed elected unless any member feels that a vote is required. Should that be the case, each candidate shall be voted on separately in writing and each candidate must receive an absolute majority.

4.5

If there are fewer than three candidates who can count on a majority of the support of the General Assembly, then these candidates will be installed in the Advisory Board and the current Advisory Board will determine who from the current board will stay on until the next General Assembly, at which time a call for candidates for the Advisory Board will again be made.

TRAVEL REGISTRATION

Article 1

Registration for the Short and Long Trip of SPIL shall be done by physical registration. The time for this is determined by the board. At the registration, everyone has to bring a motivation letter. When there are more applications than places, the letters of motivation will be the means of selection.

Article 2

2.1

The criteria on which the motivation letters will be assessed must be made clear to interested members no later than two weeks before the opening of the registration. These criteria shall be determined by the board.

2.2

The deadline for the submission of letters of motivation should be made known at the same time.

2.3

No later than two weeks after the closing of the physical registration, the people selected to participate in the trip will be announced.

Article 3

3.1

The motivation letters will be evaluated by a neutral committee of three members, which will be a combination of former board members and academic staff members connected to Leiden University.

3.2

The letters of motivation will be treated anonymously.

Article 4

4.1

The neutral committee may only judge the motivation letters on the criteria announced beforehand.

4.2

Based on these criteria, the three members of the committee will independently award a mark between one and ten. The average of the three marks is the applicable mark for the motivation letter.

4.3

Based on the marks, a ranking will be made from the letter that best meets the criteria to the letter that least meets the criteria.

4.4

The ranking of the letters determines the selection of the participants. The best rated letter is admitted to the trip first, then the second and this process repeats until the number of places for the trip is filled.

4.5

Should any of the determined group of participants drop out, all lower ranked letters will move up one position.

4.6

The rankings will not be made public.

Article 5

5.1

The board and the members of the Short Trip Committee are assured of participation in the Short Trip and are exempt from submitting a letter of motivation.

5.2

The board and the members of the Long Trip Committee are assured of participation in the Long Trip and are exempt from submitting a letter of motivation.

CONDITIONS OF TRAVEL CONTRIBUTION

Article 1

1.1

The maximum participation fee for the Short Trip has been set at 250 euros per person, but the Commissioner of Global Relations is free to ask for a lower participation fee.

1.2

This amount can only be increased by 50 Euros per person in case of necessity, if approval for this increase has been received from the Audit Committee two weeks prior to the announcement of the destination.

1.2.1

The Audit committee assesses the request for an increase on the basis of the following criteria:

- the extra money leads to a trip whose destination is demonstrably more politically relevant, for example due to elections and/or political developments;
- the extra money must be spent on necessary elements of the trip, such as transport, accommodation or essential programme elements that provide the trip with its cultural/political relevance.

Only if both criteria are met can the extra EUR 50 per person be granted.

1.3

For each euro of SPIL contribution to the Short Trip, there must be at least 3,75 euros of participant contribution.

Article 2

2.1

The maximum participation fee for the Long Trip is set at 800 euros per person, but the commissioner of Global Relations is free to ask for a lower participation fee.

2.2

This amount can only be increased by 50 Euros per person in case of necessity, if approval for this increase has been received from the Audit Committee two weeks prior to the announcement of the destination.

2.2.1

The Audit committee assesses the request for an increase on the basis of the following criteria:

- the extra money leads to a trip whose destination is demonstrably more politically relevant, for example due to elections and/or political developments;
- the extra money must be spent on necessary elements of the trip, such as transport, accommodation or essential programme elements that provide the trip with its cultural/political relevance.

Only if both criteria are met can the extra EUR 50 per person be granted.

2.3

For each euro of SPIL contribution to the Short Trip, there must be at least 5,70 euros of participant contribution.

Article 3

3.1

In a lustrum year, the board shall budget 15% of the lustrum reservation as an extra contribution to the Long Trip.

3.2

The reserved lustrum amount for the Long Trip will not be taken into account in the ratio as stipulated in Article 2.3.

OTHER PROVISIONS

Article 1

Prospective first year students who become members before the beginning of the academic year shall not be required to pay membership fees in the year in which they are not yet first year students of Political Science.

Article 2

Should a contribution increase take place during the association year following the year in which the first-year student became a member, this will not be passed on to the member.

PROVISIONS CONCERNING THE AMENDMENT OF THE RULES OF PROCEDURE

Article 1

1.1

The person submitting a proposal to amend the Rules of Procedure must notify the secretary of the association two weeks before the General Assembly, so that the secretary can place the item 'amendment of Rules of Procedure' on the agenda of the General Assembly.

1.2

The proposal to amend the Rules of Procedure must be available for inspection at a location accessible to everyone one week prior to the General Assembly, together with the other documents for the General Assembly.

Financial Rules of Procedure

The course of events around the book sale have led to the desire of the it. Audit committee, ht. Audit committee and ht. board to lay down a number of reservations in the rules of procedure. With regard to the financial affairs of SPIL, there is still too little laid down in the rules of procedure. The financial rules of procedure are also intended to make the state of affairs at board level clear and unambiguous. In order to give future GA's, boards and Audit committees a solid instrument, the board therefore proposes to implement the financial rules of procedure in rules of procedure.

Entrance provisions:

The General Assembly (hereafter referred to as GA) of the Study Association for Political Scientists in Leiden (hereafter referred to as SPIL) has at its meeting of 4 April 2009 at the establishment 'Jantje van Leiden' laid down the Financial Rules of Procedure. With the adoption of the Financial Rules of Procedure, all previous agreements and regulations expire. The Financial Rules of Procedure are part of the Rules of Procedure, and such can only be changed or declared invalid according to the procedure described there. Any matters not provided for in the Financial Rules of Procedure shall be decided by the board, which shall ensure that gaps in the Financial Regulation are filled.

1 Budget

- 1.1 Every year, the board shall draw up a budget, which shall show the expected income and expenditure for the coming financial year, broken down into its components.
- 1.2 The budget is drawn up according to a structure of budget items, in which the items are related to the board members responsible for the implementation. The only exceptions to this are the items 'board' and 'unforeseen'.
- 1.3 The item 'unforeseen' is shown as a sum of money and as a percentage of the total budgeted expenditure of the Board.
- 1.4 The budget can only be changed after approval by the General Assembly.

2 The Audit Committee

- 2.1 The Audit committee shall check all expenditures made by and under the responsibility of the treasurer.
- 2.2 The Audit committee may at any time inspect and check the financial records. The committee shall do this at least twice a year. In addition, the committee reserves the right to have the board convene a GA.
- 2.3 Two members of the GA shall take place in the Audit committee for the duration of one association year.

3 Interim- & Final Accounts

- 3.1 On behalf of the board, the treasurer shall be responsible for submitting a half-yearly and final report to the GA and its Audit committee.
- 3.2 These must be presented to the Audit committee for inspection two weeks before the Interim GA and the Change of Boards GA.
- 3.3 The Audit committee shall report its findings to the General Assembly.
- 3.4 The final accounts must contain a balance sheet and a profit and loss account.

- 3.5 The balance sheet must show a debit and a credit side for the balance sheet on the day of the audit check.
- 3.6 The profit and loss account should include a cumulative presentation of income and expenditure per budget item.
- 3.7 The Audit committee shall supervise the correct presentation of the balance sheet and profit and loss account.
- 3.8 The Audit committee may ask the treasurer to provide an overview of the cash flow.

4 Expenses and Declarations

- 4.1 Members and volunteers shall in principle not be paid for their efforts on behalf of SPIL.
- 4.2 Declarations by members and volunteers are submitted to the treasurer using the Standard Declaration Form.
- 4.3 SPIL will not pay without an original receipt or invoice.
- 4.4 Payment will take place in principle within 14 days after receipt of the correctly completed Standard Declaration Form.
- 4.5 Personal expenses such as the use of a mobile phone will only be reimbursed if such reimbursement is requested from the treasurer in advance and is included in the budget of the activity concerned.
- 4.6 If members and volunteers make materials available to SPIL, this is done at their own risk. Compensation for damage or loss only takes place after approval by the GA.
- 4.7 Any (traffic) fines, claims, (injury) damages caused during the participation in or the organisation of an activity or event, shall be borne by the person(s) causing it and not by SPIL. The GA can decide otherwise in exceptional cases. Fines imposed in any form whatsoever are excluded from this.

5 Entering into obligations

- 5.1 In principle, members are not authorised to enter into financial commitments.
- 5.2 Volunteers are never authorised to enter into financial commitments.
- 5.3 Board members are in principle authorised to enter into financial commitments after prior approval of the treasurer.
- 5.4 In accordance with the provisions of the Statutes, two members of the executive board may make an exception to this, provided they give reasons. Any such exception shall be reported to the Audit committee.

6 Activity Budgets

- 6.1 The activity budget shall provide for as many cases as possible. However, if the board requests it or the treasurer considers it appropriate, a separate activity budget may be drawn up.
- 6.2 This is mandatory, if the total sum of the financial commitments undertaken exceeds € 300.
- 6.3 These budgets have a cumulative entry in the profit and loss account, as well as a separate non-cumulative profit and loss account.
- 6.4 It must be possible to submit this to the Audit committee for auditing.

7 Book sale

- 7.1 Book sales are the responsibility of the commissioner of Education and Politics.
- 7.2 The commissioner for Education and Politics shall ensure the timely delivery of the results of the book sales.
- 7.3 The treasurer shall prepare an internal overview of the results of the book sales.
- 7.4 A profit and loss account of the results of the book sales is submitted to the Audit committee.
- 7.5 Before the start of the book sales, the commissioner for Education and Politics determines the calculated discount and final prices. These shall be submitted to the treasurer in advance.

8 Auditing and Compliance with Financial Regulations

- 8.1 The Audit committee shall verify that the accounts and policies of the board comply with all the provisions of the Financial Rules of Procedure.
- 8.2 The Audit committee shall report its findings to the GA.
- 8.3 The Audit committee shall include in its report a recommendation regarding the discharge and approval of the balance sheet and profit and loss account.
- 8.4 Closure of the financial year and discharge of the members of the board or committees can only take place after approval of the balance sheet and the profit and loss account by the GA.