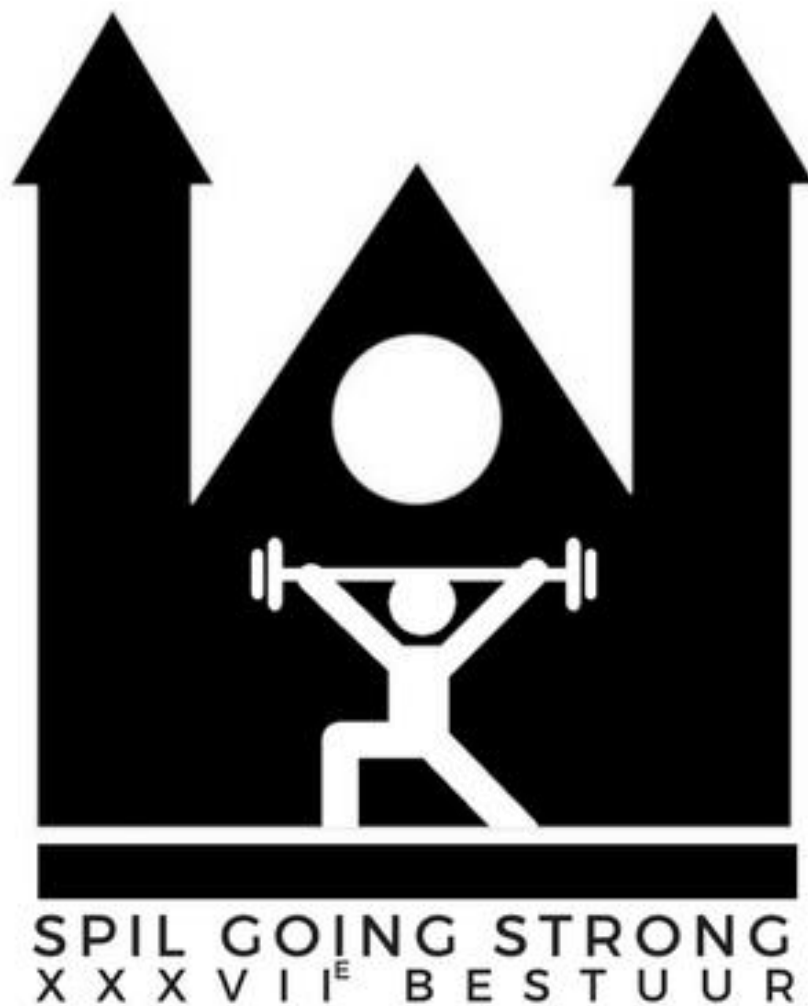


Studievereniging voor Politicologen in Leiden



General Assembly - Policy Manual

22 november 2017 walk in 17:00 pm

Pieter de la Courtgebouw, Wassenaarseweg 52 te Leiden

Room 1A01

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'Onze nob'le discipline'

Door Max Nederkoorn en Stijn van den Wijngaard

NB: Voor ceremonieel gebruik worden slechts het eerste couplet en het refrein gezongen.

Onze nob'le discipline,
De politieke wetenschap!
Het debat is voor ons routine,
Trots op 't studieus broederschap,
Dit Leidsch superieur instituut,
Eren wij de vereniging,
Die heerst en regeert deze stad:
Sedert 't jaar één-en-tachtig
Is de SPIL oppermachtig!
Maak plaats, hier is de SPIL!
De SPIL maakt 't verschil!
Chapeau, chapeau:
Wij prijzen hoog De glorie van de SPIL

[[Rijk'lijk vloeit de alcohol,
De politieke borrelpraat!
Drinken hoort bij 't protocol,
Zoveel dat het nergens meer op slaat.
Dit Leidsch superieur instituut,
Eren wij de vereniging,
Die heerst en regeert deze stad:
Wie ons ziet heeft direct
een Minderwaardigheidscomplex!
Maak plaats, hier is de SPIL!
De SPIL maakt 't verschil!
Chapeau, chapeau: Wij prijzen hoog
De glorie van de SPIL]]

AGENDA

- 1. Opening**
- 2. Choosing Voting Committee**
- 3. Setting the agenda**
- 4. Announcements**
- 5. Received documents**
- 6. Evaluating records of the GA on Change of Boards**
- 7. Policy paper SPIL board 2017-2018, 'SPIL going strong'**
- 8. Nominating the board of GA Chairmen (CALVV)**
- 9. Discharges and installations**
- 10. Any Other Businesses (W.V.T.T.K.)**
- 11. Round of questions**
- 12. Discharge of Voting Committee**
- 13. End of meeting**

POLICY GOALS SPIL GOING STRONG 2017/2018

1. LONG TERM GOALS STUDY ASSOCIATION FOR POLITICAL SCIENCE STUDENTS

The main goals of the association have been recorded in the articles of the association.

These are the following:

The association's goal is to:

1. a. contribute to a lively exchange of views, regarding subjects of interest to political scientists within the field of Political Science and beyond;
1. b. advance contacts with universities outside of The Netherlands in its broadest sense;
1. c. inform about the possibilities of internships and about the position of political scientists on the job market;
1. d. advance contact between political scientists on an informal level.
2. The association aims to reach this goal by organizing gatherings in the broadest sense, domestic and foreign excursions and publication of a journal.
3. The association is politically neutral.

These are the foundations upon which the policy goals of the 37th board 'SPIL going strong' are built.

2. ASSOCIATION WIDE POLICY GOALS 37th BOARD 'SPIL GOING STRONG'

That which does not kill us, makes us stronger - Friedrich Nietzsche

The 37th board of SPIL will work by the following three policy goals.

2.1 Connection

Without its members, an association is empty. The board aims to maintain and expand the current amount of active SPIL members. Because of this, connection is crucial to the policy of the board. The term connection means several different things. SPIL aims to focus on connection between board and members, between Dutch and English members and between Leiden and The Hague.

In order to achieve this goal, the board must adopt an open attitude. This means being present during activities, a healthy atmosphere in the both SPIL rooms and providing clear information through the variety of social media the SPIL uses. Moreover, committees consist of more members now, to make as much room as possible for the new SPIL members. No SPIL member has been admitted to more than one committee. Thus, the amount of committee members now adds up to 85 people.

With the introduction of IRO in The Hague, the connection between two languages and two cities has become an important focus. The board aims to involve both Dutch and English IRO students in the SPIL and seeks to make sure students from both Leiden and The Hague will continue forming one, big SPIL community. Applications for SPIL committees has almost entirely been opened up to Dutch and non-Dutch SPIL members. Furthermore, both Dutch

and English activities will be held throughout the year. Lastly, the board will push to get alumni and masters' students involved in SPIL.

2.2 Development

A student can be defined in several different ways. Firstly, a student typically studies at a university and participates in the student life, full of parties and 'borrels'. It would be a shame, however, to end the description of 'being a student' on that note. One would forget a third part of a student's life: the part where a student develops professional skills. These are skills like an Honours Program, being a member of a committee and other extra-curricular activities. The board aims specifically on this third aspect of being a student, by giving committee members more freedom when fulfilling their tasks. This way, committee members can take on more responsibility. Moreover, this year, several committees will have an appointed president and/or secretary.

Furthermore, the board aims to respond to the wishes of SPIL members. One example is committee members wanting to develop specific skills they can use while performing tasks for the committee. However, more general skills, such as debating, can be developed as well. The Education committee will organize several, relevant workshops, this year.

2.3 Future & tradition

The board is enthusiastically welcoming the many international students, that have been showing their interest in the SPIL and its committees ever since the first weeks of the college year. It is to be expected that the SPIL will gain many more international students in the years to come. Because of this, it is important for the SPIL to join the movement of globalization that is becoming more and more relevant to Leiden University. At the same time, one should not play down the importance of the history of the SPIL. A balance between future and tradition must be found.

It is important that all SPIL members can participate in activities, committees and trips. For this reason, English is being used there more and more often. The board aims to create an international atmosphere, whenever this is deemed possible. Then again, the board also realizes that there is something like the typical 'SPIL feeling'. A sense of inclusion that has characterized and distinguished SPIL for many years. This is a feeling that should be cherished.

The board is convinced that future and tradition can be guaranteed simultaneously, and will work hard to make it happen. Both quality and accessibility must meet certain standards. In order to meet this goal, the board will decide on the most suitable language for each activity. The newsletter, promotion, Debat and the yearbook will all develop in a similar manner: some articles will be in English, others in Dutch. SPIL is an association open to any and all members, as it already has been for many years.

3.1 President

As long as you live for other people's opinions, you'll never be more than afraid - Kate Tempest

3.1.1 Internal affairs

The main task of the president is to lead the board, in order to make sure both general and individual policy objectives will be met. The president stays involved with his board members at all times. Weekly board meetings and regular, personal conversations with individual board members are means to be used by the president for him to be aware of the board members' activities. When necessary, the president can offer support to his board, but it is important that all board members are given the freedom they need in order to fulfil their personal policy goals. At the end of every block, evaluation interviews will take place between the president and every individual board member.

3.1.2 External affairs

The president represents SPIL in several different institutions: The Political Scientists' Platform, the counsel for the associations present at the Faculty of Social Sciences in Leiden and the Study Association Consultation Platform. The Political Scientists' Platform is a national platform consisting of four study associations for political science students. Its aim is to organize a formal and an informal activity open to all members of all four associations. The counsel for the associations at the Faculty of Social Sciences is a practical way of staying informed about other associations' activities and will, hopefully, provide a way of formal and informal cooperation.

The Study Association Consultation Platform provides the president with a means of being aware of activities organized by other study associations in Leiden and The Hague and might be a source of inspiration for SPIL activities.

3.1.3 Other activities

The president, along with his board members, will maintain a warm and welcoming attitude towards SPIL members and third parties. Moreover, SPIL will organize an 'Active Ledendag' (active members day), during which committee members and other active SPIL members will be thanked for their contribution to SPIL.

3.2 Commissioner Acquisition

Money may not buy happiness, but I'd rather cry in a Jaguar than on a bus - Françoise Sagan

3.2.1 Committee

The Acquisition committee has been expanded: it now consists of six committee members and the commissioner. This amplification is due to the expansion by SPIL to The Hague. In order to undertake successful 'hard acquisition', finding sponsors, the committee has been divided into two sub groups: Leiden and The Hague. Committee members will be

encouraged to contact any and all businesses they like. The commissioner will be offering support and advice when deemed necessary. When it comes signing contracts, the commissioner will have final authority.

3.2.2 Merchandise

This year, two SPIL merchandise items will be presented. The first item will be presented during the 'SPIL pakt uit-borrel', the other one will be promoted later this year.

3.2.3 Cooperation

The Study Association Consultation Platform is organizing panels specifically meant to discuss acquisition throughout Leiden's study associations. Tips and tricks can be traded during these meetings.

Furthermore, the commissioner has contacted his colleagues at other study associations at the Faculty of Social Sciences. Together, they discussed tips and tricks and possibilities of cooperation. The most relevant possibility is obtaining a contract concerning the book sales. Time and effort will tell whether cooperation shall be possible.

In cooperation with the Yearbook commissioner, the commissioner of Acquisition is exploring the possibility of closing a multi-year contract with a yearbook presser.

4. SECRETARY & COMMISSIONER IAPSS

4.1 Secretary

4.1.1 Member registry

SPIL almost has 1300 members, including 225 IRO students. As has been the case for previous secretaries, the goal is to maintain an orderly member registry. Back-ups will be made on a regular basis.

4.1.2 Newsletter

The monthly newsletters will be written in association with the commissioner Promotion. The newsletter will be in both Dutch and English. The secretary is responsible for writing general announcements. Regarding these announcements, and keeping in mind the growing amount of international SPIL members, the secretary will work by the principle of "English follows Dutch". The commissioner Promotion will write the promotional texts, regarding upcoming activities. These announcements will be written in Dutch when it regards Dutch-spoken activities or in English when it regards an English-spoken event.

4.1.3 Alumni (reünisten)

The secretary will maintain contact with SPIL alumni. Not only will they receive Debat, they will also be contacted by SPIL via particular newsletters for alumni.

4.1.4 Alumni

Together with the commissioner Education, the secretary aims to ameliorate the contacts between SPIL members and alumni, through the organization of particular events open to both groups. Focus of these activities will be the students' network and their prospects on the job market.

4.1.5 WHALV

The Working Group on General Assembly Reforms (WHALV) has given advice to SPIL in order to make sure General Assemblies will remain well attended. This year, too, the board will keep this advice in mind. The board will make sure that General Assemblies take place following first years' lectures and aims to provide food during General Assemblies.

4.1.6 General Assemblies (GA's)

Because of the new studies International Relations and Organizations (IRO), SPIL now has 145 international members. Nevertheless, mainly due to practical reasons, the board has decided to keep using Dutch as the main language for GA's. The minutes will be published in Dutch as well, for the same practical reasons. However, each SPIL member should feel welcome at GA's, as each member has the right to be informed about the policy and activities undertaken by the board. Therefore, the board has decided to publish an English policy summary along with the usual Dutch GA booklets. This way, it is made possible for international students to be informed. International members can ask questions in English, which will be answered in English, as well. Finally, the board will ask the GA's Chair to request Dutch SPIL members to sit next to non-Dutch speaking members. This way, Dutch members can translate certain parts of the discussion, when necessary.

4.1.7 Oud-besturenborrel (old boards' borrel)

The secretary will organize an 'oud-besturenborrel', with the aim of thanking former SPIL board members for their commitment towards the association.

4.2 Commissioner IAPSS

4.2.1 IAPSS

IAPSS, International Association for Political Science Students, is an association that brings together study associations for Political Science from all over the world, including SPIL. Several formal and academically relevant events are being organized by IAPSS throughout the year. SPIL will participate in this year's World Congress 2018, taking place April 24th – 28th in Paris. The congress will be themed '*Diversity and Globalization*'.

4.2.2 Committee

Working together with her committee, the commissioner IAPSS will organize the trip to the World Congress 2018 in Paris. The committee, consisting of four members, will take care of

the flight to and the stay in Paris. Moreover, one or two days will be added to the trip. This way, the committee can organize activities themselves, as well. This year, IAPSS will be promoted extensively through the newsletter and social media. SPIL will contact Machiavelli and Ismus, two Dutch study associations for Political Science, in order to be able to bring forward a joint point of view during the General Assembly in Paris.

5. Treasurer

'There are people who have money and people who are rich' – Coco Chanel

5.1. Treasurer

The treasurer handles all the revenue and expenses of the SPIL. As a treasurer you are mainly concerned with the financial aspect of an activity.

5.1.1 Budget

The treasurer strives to distribute the money fairly over the board members, enabling everyone to perform his or her function properly. The treasurer has two budgets under her supervision this year. With the new specialization IRO and expansion to The Hague, the SPIL received money to allow community building to take place. The spending of this budget should therefore contribute to building a student community in The Hague. In consultation with the entire board, this money will be spent under the supervision of the Treasurer. Furthermore, on the SPIL budget, revenue from StudyStore is still an important revenue source. However, due to an ongoing contract with Studystore, these revenues have decreased over the past year. Therefore, these revenues will be funded partially from the IRO budget and the membership fee due to the increasing membership. To increase the book sales, more promotions will be made to ensure that more books will be sold again. The treasurer is therefore confident that earnings will not again decrease but increase. Because of this, all spendings will increase compared with last year.

5.1.2 Savings account

The treasurer has taken up the task of reorganizing the savings account. From now on you will be able to see what the savings on the account are divided in to create a best possible overview. As a result, it will be clear on how much the SPIL must always have on the savings account as a buffer, if it ever fails, and how much is saved to make any investments.

5.1.3. Membership fee

Together with the secretary it was decided to collect the membership fee in November. This month is most beneficial not only because the holidays are still far away but also because many larger expenses still have to be made. Also, it is more advantageous for the SPIL because we can still get a discount from the bank. Additionally, with many new international students who became members, the addition of all their international bank account

numbers may be a challenge. Therefore, it has been decided to let all members with a non-SEPA country account transfer their membership fee or pay the treasurer in cash.

5.1.4. KasCo/ Audit Committee

The audit committee also known as the KasCo is the committee who oversees and checks the treasurer. The KasCo will consist of Evelien Lambooj and Lisanne Trouw. At least twice this year, they will check the treasurer and report their findings at the General Assembly. The treasurer strives to maintain a healthy and transparent contact with the KasCo, not only for checking the accounts, but also for help and advice.

5.2 Commissioner promotion

'May your life be as amazing as your social media profiles make it seem' - unknown

The commissioner Promotion is responsible for bringing SPIL activities to the attention of the members. As the Commissioner Promotion, it is important to have a good understanding of where and how it's best to reach the SPIL members.

5.2.1. Language

By the addition of the English-taught IRO program, the promotion of the SPIL activities will not only be in Dutch. From this year the promotion will be conducted in both Dutch and English. From now on activities will be promoted under the rule of English follows Dutch. The Commissioner Promotion believes that this is a good basis. When the committee believes it is necessary to use a single language for the promotion they may do so. However, this will only happen if this is considered relevant for the promotion.

5.2.2. Newsletter

Together with the secretary the commissioner Promotion will be responsible for the newsletter. The Commissioner Promotion will engage in writing announcements and promotional texts for the activities of the month. Together with the secretary, it has been chosen to write these promotional texts in the language spoken during the activity. Dutch spoken events will only be promoted in Dutch. English spoken activities or other promotion that is intended for the Dutch speakers as well as non-Dutch speaking members will be promoted in English only as to prevent the newsletter from being overloaded and the promotion being overlooked.

5.2.3. Committee

The Commissioner Promotion strives for a great possible independence and growth of her committee. For example, a chairman and a secretary have been appointed within the committee. Communication with the committee for the promotion of activities will go through the committee itself to give the committee members the opportunity to come up their own ideas. The Commissioner will in particular play a supportive role. The committee

will also be involved in decorating the SPIL common room in The Hague. A banner will be made for the door to distinguish us from the other associations and a banner will be made that will serve as a decoration for the SPIL common room.

5.2.4. Social media

The Commissioner Promotion strives to capture unity and actuality within the various SPIL promotion channels. However, this will also mean that some channels will be more used than others. Thus, the Instagram will be used actively by posting pictures during activities and Facebook, where the number of likes has risen significantly, will be used more often because of the wide range to members. For a high turnout in the activities it is important that the activities are communicated to the members often and clearly. Furthermore, with the aim of professionalization, active use will be made of the Linked-In page of the SPIL.

5.2.5. Posters and photos

This year the committee will launch a new item; the SPIL watermark. To further enhance the unity and professionalism, this watermark will be found on SPIL pictures and posters. The promotion committee has been working hard on the most optimal model. The committee has also been working on optimizing the house-style. The aim is to have a different template for different activities, suitable for the type of event.

6.1 Commissioner Internal affairs

'Forward in all directions!' -The 3 Mustaphas 3

The goal of the commissioner is to organize loads of study-related activities which are accessible to our international students. This means for instance that an English-spoken debate will take place in The Hague, a special excursion to our House of Commons and visits to international organizations will be organized.

6.2 ICT

'If you run from technology, it will chase you'. -Robert M. Pirsig

First and foremost, the most important goal of the commissioner is to properly translate the website to English. The goal is to make the Engels website just as appealing as the Dutch version. The internship-blog will be updated weekly and there will also be a link to the alumni-mentoring network.

6.3 AJW (AlleJaarsWeekend)

The AJW is meant for every student; whether you are a first year- or master student. AJW is meant to be an informal, fun weekend with the primary goal: for students to get to know each other. In previous years this weekend took was organized in the form of a short city trip, in 2016 the SPIL went to Antwerp and in 2017 to Bruges. Nevertheless, the AJW can also be organized in the form of a camp/scouting weekend. The AJW is an independent committee of the SPIL, this means it has no member of the board as a commissioner.

Instead, the committee will have a chairman, secretary, treasurer and four general members.

7.1 Commissioner Foreign Affairs

The commissioner of Foreign Affairs will take care of the three foreign trips of the SPIL. Together with the committee for Foreign affairs, a Brussels-excursions, the Short Journey and the Long Journey will be organized. The commissioner realizes that the journeys are a key activity of the SPIL and that they are very important for connection between our members.

7.1.1 Brussels-excursion

On Thursday November 30th and Friday December 1th, the SPIL will travel to Brussels for a two day excursion. To reduce the costs for international members, are we travelling with a touring-car. There are 49 participants on the trip, and to make sure that as many members as possible can take part in the excursion, there were only 6 places reserved for committee- and board-members. The costs of the trip are €55,- euros.

7.1.2 Short-trip

Madrid is the destination of the Short Trip this year. The Short Trip will take place from January 29th until February 1th. There will be 40 participants. The committee and commissioner are convinced that Madrid is an actual and relevant destination, because of the Catalanian request for independence.

7.1.3 Long-trip

The long trip will take place after the re-takes of the second semester. The exact dates are unknown. When choosing the destination, the committee and commissioner are following the instructions as stated in the Huishoudelijk Reglement.

Historically there had been place for 30 students on the Short Trip. Because of the increase of our members the commissioner would like to take 40 members on the Long-trip this year. Because, when there would only be place for 30 members, more than a half of the participants are committee- or board-members.

7.1.4 Committee

The goal of the commissioner is to create an environment in which committee-members can develop themselves both professional as social.

8. Commissioner Education and Yearbook

8.1 Commissioner Education

*"Gaining knowledge is the first step to wisdom. Sharing it, is the first step to humanity"-
Unknown*

8.1.1 Book Sale

SPIL still cooperates with the Studystore to sell books. The contract with Studystore will end October 2018. There already are new negotiations with other associations about a new contract for the book sale.

8.1.2 Committee

The committee consists of 7 members and the main language within and around the committee is English. The commissioner Education will give the committee serious responsibility with regard to activities and evaluations.

8.1.3 Activities

The main goal this year is to find balance between English and Dutch activities. The same goes for a balance between locations for the activities, with regard to The Hague and Leiden. Next to several workshops, a career evening will be organized. Besides that, the annual lecture boat will be organized as well.

8.1.4 Evaluations

One of the responsibilities of the committee of Education is to evaluate the Political Science program. The first evaluation this year is an online survey; this contains questions about the first block. If this online survey, which is a try-out, works out well, there may be more.

8.1.5 Masters.

There are negotiations with the BIL (Study Association from The Hague) to organize a joint event. Besides, the commissioner is already talking with master students to determine their wishes.

8.2 Commissioner Yearbook

"Today makes the good old times of tomorrow"- Karl Valentin

The committee and commissioner are already doing their best to make the Yearbook amazing this year. This year's yearbook will be mostly written in English. Furthermore, the theme of the yearbook will be presented earlier this year in comparison with recent years.

9. Commissioner Debat

"Working as a journalist is exactly like being a wallflower at an orgy" - Nora Ephron

9.1 Debat

The Debat committee offers a platform of general political science, IBO and IRO students of whom two are international students. By writing different kinds of articles the committee members will improve their journalistic and writing related skills. This year introduces the first regular online articles.

9.2 Main goal

The commissioner's main aims are to make Debat available to a widest possible audience and to maintain the articles' quality. To reach a wide audience, Debat features English and Dutch articles with different kinds of topics in both the paper magazine as well as the online Debat.

9.3 Committee

The Debat committee consists of 20 members. The decision to increase the number of members is because of the introduction of Debat's online department. Next to the regular five editors, this year introduces four new, internet editors. The internet editors will create special web-only content. One of the internet editors will fulfil the function of final internet editor. His/her task is to visualize articles and research the possibilities for the online magazine.

Getting such a big committee motivated and involved has proven to be difficult in the past. To help motivate the committee the commissioner will plan several team building events, both formal and informal. The commissioner will also strive to give the committee members the opportunities to improve their journalistic and writing related skills. She will do this by having regular meetings and handing out tips and guidelines for writing the articles. The committee members have the opportunity to write different kinds of articles for both the paper magazine as well as for the online magazine.

9.4 Content & Visualization

The magazine's content will exist of several new items, being:

- Articles about politicians
- A stimulating column
- Reviews
- Article about recent Dutch news

The aim of these new items is to please any kind of reader.

Another development is the introduction of the dual lingual editions of both the paper version as well as the online version of Debat. To help determine a fair English-Dutch ratio, the committee will review the articles for subject and quality.

9.5 Online Debat

To reach a wider audience and to join recent magazine developments, Debat will introduce an online version of the magazine with special web-only content. This web magazine will be

promoted at first by the SPIL's current promotional channels, as well as Debat's own Facebook page. As soon as Debat's own Facebook page has sufficient audience the SPIL's Facebook will stop promoting. Audience statistics will be monitored. As soon as a certain point is reached, Debat will advise the SPIL on investing in a separate website for the online magazine. During the GA's, the online magazine's progress will be discussed.

9.6 EJW (Annual introduction weekend)

This year's Debat commissioner is responsible for the EJW. This decision has been made because of the experiences the commissioner gained during previous involvement in the past. The commissioner will be responsible for putting together the EJW-committee and she has the final responsibility of the weekend. The commissioner's goal is to create an independent committee in which the commissioner has a supporting role when necessary. During the EJW the whole board will help where it is required.

10. COMMISSIONAR IRO & FACILITIES

10.1 Commissioner IRO

10.1 Commissioner

The new bachelors specification International Relations and Organizations has led to a new position in the board of the SPIL. The commissioner will form the connection between Leiden and The Hague. She strives to engage all the students in The Hague in the SPIL community.

10.1.2 Committee

To the great joy of the commissioner she received many applications for the IRO committee. The committee consists of 9 students with different nationalities. For other students there is the possibility to help the committee member organize events. They can join a subgroup that organizes an activity. One of the activities that have been set up by the IRO committee is the Language Exchange course. Group lessons and a matching system, where two people who want to learn each other's language are matched, are facilitated. This is one of the ways to create a community where students from Leiden and The Hague can get to know each other. Other activities the IRO committee will set up are a cultural market, several activities with the theme 'how to dutch' and a *Sinterklaas* celebration. Besides this, there will be a collaboration with the facilities committee to organize four after exams drinks in The Hague.

10.1.3 Community Officers

The commissioner has set up a system together with the IRO study advisors in which political science students act as mentors for an IRO workgroup. 19 students signed up to be a mentor in this system. The mentors are available for study-related and any other form of questions the IRO students might have. Since this is the first year the bachelor's specification IRO is being taught in The Hague, the students might want to comment on

several aspects of the education. The commissioner of Education of SPIL can use this information to offer a general statement from the IRO students to the education committee of the institution of political science.

10.1.4 Common Room Wijnhaven

In the first block of the year a festive afternoon marked the opening of the SPIL common room in The Hague. The commissioner has decided that the members of the IRO committee as well as the board have the opportunity to get the key of the common room. The commissioner has come to this decision because maximum opening hours of the common room are a priority.

10.1.5 VerO

The IRO Commissioner will attend the associations' deliberations this year with the various associations in The Hague. These will take place under assessment of the Assessor of Wijnhaven. The Commissioner will be kept informed about news and other important matters that she can share with the Board during board meetings.

10.1.6 Cooperation

The commissioner looks forward to cooperation with the study associations BASIS (international studies) and LUSA (security studies). The IRO committee and the commissioner will take a look at possibilities to organize an activity with one of these organizations.

10.2 Commissioner Facilities

10.2.1 Activities

For the Commissioner this year will be very festive. There will be *borrels* (drinks) in the Storm in Leiden every month. Just as last year the commissioner maintains a good deal with the owner about the pitchers and *borrelhappen*. It seems that it isn't ideal for the members in The Hague to come to Leiden to have drinks. The Commissioner has therefore chosen that after each exam week the committee will organize drinks in The Hague, this will be in cooperation with the IRO committee. The commissioner and committee will organize a party in every block, two of them in The Hague and two in Leiden. The SPIL-gala will also be organized this year. Other activities that will take place include a karaoke night, SPIL goes on school trip, the pub crawl and *Rellen met de ME*.

10.2.2 Committee

The committee will consist of seven members this year. Because of the arrival of IRO, there will be more pressure on the members of the committee. The committee's policy will, like last year, consist of a distribution of committee members on subgroups for the activities. The committee members will have a lot of independence in organizing activities.

Year Agenda SPIL 2017/2018

Week	Date	Activity
<u>August 2017</u>		
Week 32	10 – 12 august	First Years Weekend
Week 33	-	Faculty block EL CID
Week 34	-	Faculty block HOP-week
	9 august	Start book sale block 1
Week 35	31 august	IRO Orientation day
<u>September 2017</u>		
Week 36	5 September	First yearsborrel FSW
	6 September	TV-show Pauw
	7 September	SPIL-borrel
Week 37	14 September	Visit US Embassy
		GA- Change of Boards
week 38	19 September	SPIL – Prinsjesnacht Party
Week 39	26 September	The Day After: German Elections
<u>October 2017</u>		
Week 40	4 October	LEx programme meeting
	5 October	Hok-warming Den Haag
	5 October	SPIL-borrel + Short Trip disclosure
	6 October	Tosti-hour SPIL common room FSW
Week 41	11 October	Excursion Dutch Parliament
Week 42	18 October	Workshop Mediatraining
Week 43	23-27 October	Exams Block 1
	26 October	After-examsborrel Den Haag
<u>November 2017</u>		
Week 44	2 November	Diesl-lecture
	2 November	SPIL- borrel
Week 45	8 November	closing applications short-trip
		Constitution borrel
	9 November	‘In gesprek met Elbert Dijkgraaf’
		Closing application EJW & AJW
Week 46		Interviews EJW & AJW
	14 November	Workshop Effectief studeren
	16 November	Excursion International Criminal Court
	16 November	Workshop Effectief studeren
	17 November	Workshop Debating
Week 47	21 November	Gangverenigingenborrel
	22 November	GA- Policy manual
	24 November	Excursion Madurodam
Week 48	28 November	First Debat edition
		SPIL-B.I.L. Party
	30-1 December	Brusselexcursion

December 2017

Week 49	6 December	'Shape your future', Education Activity
Week 49	7 December	'SPIL-pakt uit-borrel '
		Excursion Binnenhof (for internationals)
Week 50	13 December	Excursion BuZa
Week 51	18-22 December	Exams Block 2
	21 December	After exams borrel: Long-Trip Disclosure

January 2018

Week 01	4 January	New year Borrel
Week 02	15 January	Start book sale Block 3
Week 03	15-19 January	Retake exams Block 1
Week 03	19 January	Pré-Trip activity
Week 04	22-26 January	Retake exams Block 2
Week 04	26 January	Pre-Trip diner
Week 05	29-4 February	Short Trip Madrid

February 2018

Week 06		Second Debat edition
	7 February	Leidsch Debat
	8 February	SPIL Borrel (Storm) + Yearbook Disclosure
Week 07	14 February	Deadline hand-in motivation Long Trip
	16 February	SPIL Gala
Week 08	21 February	GA: Tussentijdse
	22 February	Pubquiz
Week 09	26-28 February	Krokusklas
		Krokusklasdebat: Gemeentedeбат Leiden
		Krokusklas party
	28 February	Workshop Committee Education

March 2018

Week 09	1 march	SPIL-borrel
		Internal Affairs Excursion
Week 10		Gemeentedeбат Den Haag
		Previous Board Borrel
Week 11	12 of 13 march	PvP-activity
	14 march	Lecture boat
	15 march	Pub Crawl
		'Rellen met de ME'
Week 12	19 march	Start Book sale Block 4
Week 13	26-30 march	Exams Block 3
	29 march	After- exams borrel Den Haag

April 2018

Week 14	5 April	SPIL-Borrel
	6,7,8 April	All Years Weekend
		Theme night Russia
Week 15		Cultural market
	12 April	Shape your future: Alumni

Week 16		Internal Affairs activity Third Debat edition
Week 17	19 April 24/28 April	Interest in Board borrel IAPSS World Congres
<u>May 2018</u>		
Week 18	3 may	Internal Affairs Activity SPIL-borrel (karaoke-night)
Week 19	9 may 12 may	PiP-congres Eurovision night
Week 20	15 may	Application hand –in for Board position
Week 21	21-25 may 24 may	Exams Block 4 After-exams borrel
Week 22	28- 1 June	Interviews Board position
<u>June 2018</u>		
Week 23	6 June 7 June 11-15 June 15 June	Active Members Day SPIL-Borrel: Disclosure new Board Retake exams Block 3 Pre-trip Activity
Week 24	18-22 June	Retake-exams Block 4
Week 25	22 June 26 June	Forth Debat edition Pre-trip diner Instemmings-ALV
<u>July 2018</u>		
between	27 June - 15 July	Long Trip
<u>Augustus 2018</u>		
Week 32	9-11 August	First Years Weekend
Week 33	15-19 August	EL CID
Week 33	16 August	Faculty Block Internal Affairs Activity
Week 34	20-24 August	HOP-Week
<u>September 2018</u>		
Week 02	12 September	GA: Change of boards, Yearbook
Presentation		

BUDGET 2017-2018

Income			
	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Membership fee*	€ 15.310,80	€ 16.100,00	€ 18.288,00
Interest rate	€ 135,00	€ 27,83	€ 37,00
General contribution Department**	€ 1.600,00	€ 1.600,00	€ 1.600,00
Alumni contribution Department**	€ 200,00	€ 200,00	€ 200,00
Studystore***	€ 9.000,00	€ 5.611,14	€ 8.000,00
Committee Acquisition****	€ 1.000,00	€ 2.318,25	€ 2.000,00
Contribution Equity	€ -	€ -	€ -
‘Vrienden van de SPIL’	€ 60,00	€ 69,21	€ 75,00
Other Income	€ 100,00	€ 36,95	€ 50,00
Total	€ 27.4051,80	€ 24.163,38	€ 30.250,00

Explanation:

* The calculation of the membership fee was based on 1270 members. There is a marge of 10% for defaulters.

** The contributions from the department are transferred after the exchange of boards each year.

*** The income from *Studystore* has decreased last year. This was not only due to the fact that less English books were sold, but also because students purchased less books. These students still make up a large part of the members and despite the fact that more English books are offered by the new IRO specialization, these students are still something to keep in mind. However, we estimate the income positively, as more books have now been sold than last year around this period.

**** The Acquisition Committee will expand to The Hague.

Expenses			
	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Board	€ 4.505,63	€ 4.068,33	€ 4.461,75
Secretary	€ 350,00	€ -	€ 600,00
Foreign Affairs	€ 6.915,00	€ 6.202,29	€ 8.466,67
Long Trip	€ 4.200,00	€ 3.781,73	€ 5.600,00
Short Trip	€ 2.640,00	€ 2.285,71	€ 2.666,67
Debat	€ 5.760,00	€ 5.070,51	€ 4.920,00
Yearbook	€ 4.000,00	€ 3.185,30	€ 3.900,00
Reserves	€ 1.500,00	€ 1.575,00	€ 1.800,00
Facilities	€ 1.860,00	€ 1.280,25	€ 1.500,00
Internal Affairs	€ 525,00	€ 599,31	€ 750,00
Education	€ 500,00	€ 315,11	€ 700,00
ICT	€ 495,90	€ 507,08	€ 564,08
Promotion	€ 280,00	€ 283,23	€ 350,00
IRO	€ -	€ -	€ 350,00
Depreciation	€ 235,00	€ 178,00	€ 250,00
All Years Weekend	€ 200,00	€ 200,00	€ 250,00
IAPSS	€ 100,00	€ 74,64	€ 200,00
PvP	€ 150,00	€ 100,00	€ 150,00
Investments	€ 50,00	€ 188,76	€ 150,00
Contingencies	€ 879,27	€ 197,48	€ 907,50
Total	€ 28.105,80	€ 23.356,29	€ 30.250,00

Expenses by post

Board	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Active Members day *	€ 750,00	€ 357,75	€ 700,00
ABN-Amro expense business account**	€ 450,00	€ 491,83	€ 600,00
Expenses General Assembly***	€ 450,00	€ 615,04	€ 700,00
Van Den Berg-Bachelorscriptieprijs	€ 100,00	€ 99,49	€ 100,00
Constitutionborrel presents	€ 90,00	€ 87,39	€ 87,00
Constitutionborrel SPIL****	€ 1.600,00	€ 1.539,85	€ 1350,00
KvK-Registratie	€ -	€ -	€ -
Office supplies	€ 450,00	€ 274,87	€ 310,00
StOP-Contribution*****	€ 5,00	€ 5,00	€ 10,00
Expenses SPIL- common room	€200,00	€ 114,23	€ 240,00
Free Drink: Change of Boards GA	€ 94,60	€ 94,60	€ 84,60
staff-lunch with institute	€ 150,00	€ 63,02	€ 100,00
General Management Expenses	€ 100,00	€ 79,23	€ 112,12
Applications board 2018-2019	€ 50,00	€ -	€ 40,00
First-years IntroductionBorrel	€16,03	€ 16,03	€ 8,03
Total	€ 4.505,63	€ 4.038,33	€ 4.461,75

Explanation:

* The active members day is a bigger expense because there are more active members. In addition, these members have worked hard and this deserves to be rewarded well.

** There is more budget needed for the business account due to any additional costs incurred by costs of non-SEPA bank account numbers.

*** The costs for the general assemblies (GA) are higher because from now on English-policy manual will be printed as well. Also, this amount of money will be used for food during the GA.

**** At the request of the GA, it was chosen to reduce the budget for the Constitution borrel.

***** The contribution has increased.

Secretary	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Previous-boardBorrel	€ 350,00	€ -	€ 300,00
Alumni Borrel	€ -	€ -	€ 300,00
Total	€ 350,00	€ -	€ 600,00

Foreign Affairs	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Short Trip	€ 2.640,00	€ 2.285,71	€ 2.667,00
LongTtrip *	€ 4.200,00	€ 3.781,73	€ 5.600,00
Pre- and Postactivities	€ 75,00	€ 134,85	€ 200,00
Total	€ 6.915,00	€ 6.202,29	€ 8.466,67

Explanation:

* The contributions of the SPIL for the long journey is larger because it was decided to reserve more spots for the Long Trip.

Debat	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
4x Debat*	€ 5.750,00	€ 5.062,52	€ 4.700,00
Workshops	€ 10,00	€ 7,99	€ 20,00
Digital Debat**	€ -	€ -	€ 200,00
Total	€ 5.760,00	€ 5.070,51	€ 4.920,00

Explanation:

* The number of pages of debate has been reduced. However, this is being compensated with the addition of the online Debat Platform.

** In order to digitize Debate, there may be extra expenses in the production to realize the digital platform.

Yearbook	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Yearbook	€ 4.000,00	€ 3.185,30	€ 3.900,00
Total	€ 4.000,00	€ 3.185,30	€ 3.900,00

Reserves	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
8Lustrum der SPIL	€ 1.500,00	€ 1.500,00	€ 1.500,00
New Camera *	€ -	€ 75,00	€ 150,00
SPIL- common room Leiden**	€ -	€ -	€ 150,00
Total	€ 1.500,00	€ 1.575,00	€ 1.800,00

Explanation:

* The camera that is being used by the SPIL was purchased as an investment. However, a new camera will need to be saved up for if the current camera can no longer be used. Therefore money must be reserved for this purpose.

** These are reserves made for the SPIL common room. In order to be able to cover the costs in the future, an amount will be reserved.

Faciliteiten	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Political Scientist Pub quiz (2)	€ 60,00	€ 61,51	€ 70,00
Borrels (10)	€ 500,00	€ 234,72	€ 500,00
Movie night (1)	€ 50,00	€ 30,00	€ 200,00
Parties (4)*	€ 275,00	€ 57,15	€ 360,00
Parentsday **	€ 275,00	€ 15,67	€ 370,00
Gala***	€ 700,00	€ 911,20	€ -
GSA ****	€ -	€ 150,00	€ -
Total	€ 1.860,00	€ 1.280,25	€ 1.500,00

Explanation:

* Two SPIL parties have taken place in The Hague and are covered by the IRO budget. Due to the fact that the previously used locations are no longer in use, the new location will have to be paid for from now on. The location rental and decorations are included.

** These are costs to keep the faculty open on Saturday.

*** This activity will be funded from the IRO budget this year.

**** This activity will not be organized this year.

Internal Affairs	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Excursion, Lectures & Debates	€ 250,00	€ 130,31	€ 275,00
Dieslecture	€ 275,00	€ 269,00	€ 275,00
Leidsch Debat	€ -	€ 200,00	€ 200,00
Total	€ 525,00	€ 599,31	€ 750,00

Education	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Education Evaluations	€ 50,00	€ 14,47	€ 50,00
Activities & Workshops	€ 250,00	€ 300,64	€ 450,00
Career	€ 200,00	€ 199,64	€ 200,00
Total	€ 500,00	€ 514,75	€ 700,00

ICT	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Licentie Snelstart*	€ 91,71	€ 92,00	€ 149,00
Abonnement PC-leden	€ 60,50	€ 71,39	€ 71,39
Hosting 'www.spilplaats.nl'	€ 325,54	€ 325,54	€ 325,54
Domeinregistratie Argeweb	€ 18,15	€ 18,15	€ 18,15
Total	€ 495,90	€ 506,79	€ 564,08

Explanation: * Because of a new contract the costs will increase.

Promotion	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Committee Promotion	€ 280,00	€ 283,23	€ 250,00
EL-CID Stand	€ 120,00	€ 96,80	€ 100,00
Total	€ 280,00	€ 380,03	€ 350,00

IRO	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Activities*	€ -	€ -	€ 350,00
Total	€ -	€ -	€ 350,00

Explanation:

* The money from the IRO budget is only valid until 31/12/2017. After that, the commissioner has no budget to organize any activities. To accommodate the committee so that they can fulfill their activities, it has been chosen to budget an amount. This money can be used for formal and informal activities organized by the committee.

Depreciation	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Depreciation Camera	€ 75,00	€ -	€ -
Opkoping Speldjes	€ 160,00	€ 160,00	€ -
Given away Tie's & Bow's	€ -	€ 18,00	€ -
SPIL-common room Den Haag****	€ -	€ -	€ 250,00
Total	€ 235,00	€ 178,00	€ 250,00

Explanation:

* The treasurer has a list of all assets. Depreciation includes: furniture; the sofa and all appliances; refrigerator, coffee maker, kettle, toast iron, music boxes, and other products.

All Years Weekend	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
SPIL-contribution	€ 200,00	€ 200,00	€ 250,00
Total	€ 200,00	€ 200,00	€ 250,00

IAPSS (International Association for Political Science Students)	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
IAPSS-contribution	€100,00	€ 100,00	€ 100,00
Pre-IAPSS activities	€ 10,00	€ 11,55	€ 20,00
Extra Activities*	€ 60,00	€ 63,09	€ 80,00
Total	€170,00	€ 174,64	€ 200,00

Explanation:

* This can be used for cultural / contentious activities during the trip.

Platform voor Politicologen	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Contribution	€ 150,00	€ 150,00	€ 150,00
Total	€ 150,00	€ 150,00	€ 150,00

Investments	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
Investments SPIL	€ 50,00	€ -	€ 150,00
Pens	€ -	€ 188,76	€ -
Total	€ 50,00	€ 188,76	€ 150,00

Explanation:

*It is not sure yet on what investments this will be spent.

Contingencies	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
General expenses *	€ 859,96	€ -	€ 907,50
insurance Camera	€ -	€ 16,17	€ -
Brusselexcursion	€ -	€ 13,00	€ -
Pub crawl	€ -	€ 78,14	€ -
Extra security website	€ -	€ 59,29	€ -
Total	€ 859,96	€ 166,60	€ 907,50

Explanation:

* Contingencies is estimated at 3% of the total revenue of the SPIL.

Balance

Balance			
Debit		Credit	
ABN business account	€ 1.866,45	<i>Equity</i>	€ 27.101,81
ABN savings account*	€ 21.906,00	Lustrum reservations	€ 1.500,00
Ties(63)	€ 378,00	depreciation	€ 696,00
Bows(49)	€ 294,00	SPIL-Items	€ 5.390,10
pair of braces (11)	€ 242,00	Buffer contribution	€ 10.160,00
Bowties (1)	€ 9,90	Extra buffer	€ 7.532,18
Sunglasses (158)	€ 118,50		
Drink bottles (4)	€ 40,00		
Dopers (11)	€ 108,80		
Power banks (17)	€ 339,15		
Previous board pin (100)	€ 205,00		
cash	€ 430,14		
Debtors	€ 1163,87		
Total	€ 27.101,81		€ 27.101,81

Explanation:

* The savings account is divided into the following categories: Lustrum reservations, depreciation, SPIL -items, contribution buffer and extra buffer. The extra buffer can be used if investments are to be made, of course, after the agreement of the GA.

Debtors		Creditors	
Instituut Politieke Wetenschap/IRO*	€ 974,02		
SPIL-items*	€ 189,85		
Total	€ 1163,87		€

Explanation :

* The SPIL has paid a number of expenses in advance that are covered by the IRO budget. These costs have already been submitted to the institute, but have not yet been received.

** At the time of making, there were still a number of invoices for SPIL items that were not received yet.

Budget IRO

Income			
	Estimated budget 16/17	Realization 16/17	Estimated budget 17/18
	€ 6.000,00	€ 2.285,49	€ 3.714,51
Total	€ 6.000,00	€ 2.285,49	€ 3.714,51

Expenses 36° board	Realization
Translations	
Translation website	€ 550,00
Promotion	
Promotion video	€ 1.178,84
Promotional means*	€ 48,67
English banner	€ 68,61
Introduction	
HOP-week **	€ 24,39
Information books	€ 414,98
Total	€ 2.285,49

Explanation:

* The money for promotional means has so far only been used for flyers. Initially, it was thought that this would cost more money, however this was not the case.

** No invoice has been received from the HOP week. However, money has been spent on gifts for speakers and for food during the faculty block.

Income			
	Estimated budget 17/18	Realization 17/18	Re-estimated budget 17/18
	€ 3.714,51	€ 758,06	€ 2.956,45
Total	€ 3.714,51	€ 758,06	€ 2.956,45

Expenses 37^e board	Estimated budget 17/18	Realization 17/18	Re-estimated budget 17/18
Informal activities*	€ 900,00	€ 195,18	€ 1640,00
Opening common room		€ 45,18	€ -
Borrels		€ -	€ 200,00
Parties		€ 150,00	€ 100,00
Gala		€ -	€ 1.100,00
How to Dutch		€ -	€ 100,00
'Day trip'		€ -	€ 100,00
Tosti-hour		€ -	€ 40,00
Formal activities	€ 400,00	€ -	€ 250,00
Model United Nations		€ -	€ 50,00
Career-event		€ -	€ 200,00
General Expenses	€ 900,00	€ 589,88	€ 795,55
Common room expenses**	€ 900,00	€ 589,88	€ 40,00
Office Supplies***		€ -	€ 500,00
Key safe		€ -	€ 55,55
Promotion materials****		€ -	€ 200,00
Evaluations & adjustments	€ 400,00	€ -	€ 150,00
Translation website *****		€ -	€ 150,00
Contingencies	€ 330,00	€ -	€ 120,90
Total	€ 2930,00	€ 758,06	€ 2.929,45

Explanation:

* The post informal activity is now subdivided into different posts. From the committee and from the IRO students it has been found that there was more need for informal activities and therefore it is decided to budget more money.

** This includes all the purchase of furniture, appliances, coffee, tea and decorations needed to set up the room.

*** This will include the purchase of the printer and all office supplies needed for the association to run.

**** The banner and the flag will be purchased from this budget for the door at the common room in the Hague.

***** It has been found that the website was not translated properly. Someone has been hired to check and improve the current translation.

