

# CIROS

## Policy Manual



**Spring 2024 Edition**

## Table of Contents

|   |           |
|---|-----------|
| <b><i>Amendments Log</i></b> .....                  | <b>3</b>  |
| <b><i>1. General</i></b> .....                      | <b>5</b>  |
| <b><i>2. Status of the Policy Manual</i></b> .....  | <b>5</b>  |
| <b><i>3. Structure of the Association</i></b> ..... | <b>5</b>  |
| <b><i>4. Membership</i></b> .....                   | <b>5</b>  |
| <b><i>5. General Assembly</i></b> .....             | <b>6</b>  |
| <b><i>6. CIROS Board</i></b> .....                  | <b>9</b>  |
| <b><i>7. Advisory Board</i></b> .....               | <b>14</b> |
| <b><i>8. Financial Procedures</i></b> .....         | <b>16</b> |
| <b><i>9. Committees</i></b> .....                   | <b>19</b> |
| <b><i>10. Election Committee</i></b> .....          | <b>28</b> |
| <b><i>11. CIROS Volunteers</i></b> .....            | <b>28</b> |
| <b><i>12. Social Media</i></b> .....                | <b>29</b> |
| <b><i>13. Conflict</i></b> .....                    | <b>32</b> |

## Amendments Log

| <b>Date of Amendment</b> | <b>Description of Changes</b>  | <b>Carried out by</b>         | <b>GA Approval Date</b> |
|--------------------------|--|-------------------------------|-------------------------|
| April 2019               | Creation of the policy manual  | 2018/19 Board & 2019/20 Board | May 2019                |
| November 2019            | Adding the amendments log; formatting changes; formalisation of the membership fee; introduction of online voting tool; definition of allowed reimbursements   | 2019/20 President             | December 2019           |
| January 2021             | PR integration into the Board; clarifications regarding the First Years Committee  | 2021/20 Board                 | February 2021           |
| February 2022            | Adjustment of Committee and proposal procedure; updated voting procedure; adaptation of membership payment; formal inclusion of a refund policy; election Committee specifications; IROC month procedure updates; improvement to disorderly conduct articles | 2021/22 Board                 | February 2022           |
| January 2023             | Removal of the provision placing the Trips Committee under the   | 2022/23 Board                 | December 2022           |

|               |   |               |                |
|---------------|---|---------------|----------------|
|               | treasurer; addition of the CIROS volunteer position; addition of discounted membership for exchange students  |               |                |
| October 2023  | Creation of a Committee Head Removal procedure; Inclusion of the Code of Conduct into the manual; Removal of clause requiring equal budgets for all committees; Specifying the need for one event per block | 2023/24 Board | September 2023 |
| December 2023 | Expanding the policy on the Advisory Board; Creating policy for the Graduation Committee  | 2023/24 Board | December 2023  |
| March 2024    | Merger of First Years Committee and Student Support Committee into one SSC  | 2023/24 Board | March 2024     |
| May 2024      | Increase of membership fee to €12.  | 2023/24 Board | May 2024       |

## 1. General

- 1.1. All Policy Manual regulations set forth in the following Articles will be upheld by all CIROS Members.

## 2. Status of the Policy Manual

- 2.1. The Policy Manual provides an extensive outline of the obligations, rights, procedures, rules and structure of CIROS.

## 3. Structure of the Association

- 3.1. The association consists of the following: the Board, Advisory Board, Committees, Sub-Committees, Clubs, an Audit Committee Projects, and Members.

## 4. Membership

- 4.1. The cost of annual membership to CIROS is Twelve Euros (€12).
  - 4.1.1. Annual membership applies to full-time IRO students and exchange students pursuing their studies at campus The Hague for a full academic year.
- 4.2. This membership is valid from the date of purchase until the 31st of August of that Association Year.
- 4.3. The cost of half-yearly membership to CIROS is half the price of full membership.
  - 4.3.1. Half-yearly membership applies to semester exchange students on campus The Hague.
    - 4.3.1.1. Half-yearly membership for semester exchange students makes these students honorary members of CIROS for the time during which they are part of the association.
    - 4.3.1.2. Semester exchange students who qualify for half-yearly membership take on an observer status in the GA and cannot be active in CIROS Committees.
  - 4.3.2. Half-yearly membership applies to IRO exchange students who pursue their studies on campus The Hague for half a year.
  - 4.3.3. Half year membership applies to CIROS Graduation Committee Members, who pursuant to 9.11.2.2 must purchase this membership for the beginning of the academic year previous to the Graduation party.
- 4.4. Half-yearly membership is valid from:

- 4.4.1. Date of purchase until the 1st of February of that Association year (for 1st semester exchange students).
- 4.4.2. Date of purchase until the 31st of August of that Association Year (for 2nd semester exchange students and returning IRO students).

## 5. General Assembly

- 5.1. Call for General Assembly (hereinafter referred to as “GA”).
  - 5.1.1. Convocation, in addition to what is stated in Article 15 subsection 1 of the statute, should be done by sending a formal invitation via email to all members and furthermore in any other way the Board sees fit.
  - 5.1.2. The minutes of the previous GA have to be attached to the written invitation as mentioned in Article 13 subsection 3 of the statute. If the Board is unable to provide the minutes in time this should be mentioned in the invitation.
  - 5.1.3. The preliminary agenda shall be communicated by the Board seven (7) working days before the GA at the latest. The preliminary agenda has to be communicated in the official invitation, via CIROS’ social media channels and furthermore in any other way the Board sees fit.
  - 5.1.4. Only subjects mentioned in the preliminary agenda may be discussed in the GA unless the GA decides otherwise.
  - 5.1.5. All those with a right to vote, excluding the Board, have the capacity to add points to the agenda at the beginning of the GA. If the Board wants to amend the agenda at the beginning or during the GA, this has to be approved by the GA via an affirmative vote of present members.
- 5.2. Proceedings
  - 5.2.1. The minutes of the GA shall be taken by the Secretary. In case of absence, the President shall appoint someone else to take the minutes.
  - 5.2.2. The minutes of the GA will be emailed to all members at the latest one week after the GA was completed. If no complaints are received via email within ten working days, the minutes will be finalised.
  - 5.2.3. If complaints about the minutes are received, these will be discussed between the Board, the Advisory Board, and the plaintiff in an attempt to mediate within ten (10) days of the complaint being received. In the case where the issue cannot

be solved, or if it is deemed a community issue at large then the complaint will be discussed in the following GA.

### 5.3. Voting

#### 5.3.1. Voting Methods for Proposals

- 5.3.1.1. A vote on one proposal is an affirmative vote, as referred to in Article 5.3.3., with the exception of proposals that fall under Articles 5.3.1.3. and 5.3.1.4.
- 5.3.1.2. A vote between two or more proposals is a majority vote, as referred to in Article 5.3.4.
- 5.3.1.3. All amendments to the Policy Manual must be passed with a two-thirds majority of the present voters in the GA
- 5.3.1.4. New Committees must be passed with a two-thirds majority of the present voters in the GA

#### 5.3.2. Voting Method for Persons

- 5.3.2.1. A vote on the appointment of a person, in which there is only one candidate for the position, is an affirmative vote. This vote is only held if one or multiple people with the right to vote that are present at the GA request a vote. In all other cases the candidates are considered to be appointed by consensus. In the case of a vote on the appointment of a person to the Board or the Advisory Board, a vote must be held.

#### 5.3.3. Affirmative Vote

- 5.3.3.1. In an affirmative vote, every person with the right to vote can cast one vote, either in favour, against or abstain from voting for the candidate or the proposal.
- 5.3.3.2. The proposal is accepted, or the candidate is appointed, if the plurality of votes is achieved.

#### 5.3.4. Majority Vote

- 5.3.4.1. In a majority vote, every person with the right to vote can cast one vote on the candidate or proposal of their choice.
- 5.3.4.2. When voting on more than three proposals, if a single proposal gets a majority of votes, it passes immediately. Otherwise, the two proposals with the highest percentages of votes pass onto the second round, and an affirmative vote, counting blank votes, will be carried out between these two, therefore whichever proposal gets the most votes wins. In the

case where blank votes are dominant, the proposals must be reported to a future GA.

#### 5.3.5. Right to Vote & Proxy Voting

5.3.5.1. The chair of the GA makes sure that no votes are cast by people who do not have the right to vote in the GA, no person can vote twice and that all proxy votes as meant in Article 12 subsection 2 of the statutes are valid.

5.3.5.2. Absentees should inform the President via email with a valid reason for their absence. Evidence of their absence can be requested by the Board.

5.3.5.2.1. During the election process for a new CIROS board, absentees should inform the Election Committee of their intention to vote via proxy, as well as present a valid reason for their absence, rather than the incumbent board.

5.3.5.3. A proxy vote is only valid if it contains:

- The name of the proxy voter and present voter
- The explicit wish to vote by proxy
- The date it was written
- The signature of the proxy voter
- A present voting member may only vote on behalf of a maximum of two proxy voters

#### 5.3.6. Procedure

5.3.6.1. All votes on appointments are made via secret ballot.

5.3.6.2. Votes on proposals are held with secret ballots. For this, online voting tools like 'Qualtrics' may be used. The board decides and announces in advance when voting will close.

5.3.6.3. If the grand total of votes does not comply with the number of people represented at the GA, the vote is considered to be invalid and a secret ballot will be held instead as soon as possible, within fourteen (14) working days.

5.3.6.4. In-person secret ballots occur by filling out a ballot, handed out by the chair of the GA. Before the vote, the chair makes clear how the ballot should be filled out. A member with one or multiple proxy votes receives extra ballots, equal to the number of proxy votes.



- 5.3.6.5. All abstentions, either in a written or show of hand vote are considered to be blank votes.
- 5.3.6.6. Online voting can be done without the need for physical presence at the GA. This can only be done through the online voting tool of the choice of the acting Board whereby each member has a unique link to the ballot. Once a member has cast their vote, the tool automatically counts the ballots.
- 5.3.6.7. The Board will specify the deadline when online votes will not be accepted anymore. The results of an online vote must be made available to all CIROS members through whatever mode of communication, no later than two (2) working days after the deadline.
  - 5.3.6.7.1. In order for a vote to count, at least 1/3 of present members must participate in the vote.
  - 5.3.6.7.2. If there are less than 20 attendees (excluding the Board), the vote does not count.
- 5.3.6.8. The result of each vote is directly announced to the GA by the chair, if possible. Failing this, the GA will be notified by newsletter, no later than five (5) working days after the vote takes place.
- 5.3.6.9. The chair of the GA may request help from the Advisory Board on all matters related to the voting procedure but nevertheless remains personally responsible for the correct execution of the voting procedure.

## 6. CIROS Board

6.1. Task description of Board members. The following positions are mandatory to form a Board:

- 6.1.1. President – Duties of the President include but are not limited to the following:
  - Preside over all Board meetings;
  - Creation of all Board meeting agendas;
  - Function as a spokesperson and external representative of CIROS, to the University and other Study/Student Associations, along with the Vice President;
  - Work efficiently and effectively to ensure that the members' best interests are considered regarding all decisions;
  - Chair the GA.

- 6.1.2. Vice President – Duties of the Vice President include but are not limited to the following:
- When the President is unavailable or unable to complete their GA or Board Meeting duties, all requirements will be passed to the Vice President;
  - Attend as many social events as possible to create and maintain strong links within the CIROS, and with third party organisations, the University, and other Study/Student Associations;
  - Acts as the liaison between the Board and Advisory Board, which includes the coordination of meetings between these two organs;
  - Oversee and preside over the PR Secretariat, which is in charge of the external image of CIROS and maintaining a strong bond with the members;
  - Review PR guidelines in consultation with the PR Committee Head at the start of the year, and redefine them if necessary to ensure smooth operations
  - Manage and maintain the social media channels of CIROS;
  - Collaborate with Committee Heads on their promotion requests.
- 6.1.3. Treasurer – Duties of the Treasurer include but are not limited to the following:
- Maintain the financial budget;
  - Maintain the financial cash flow;
  - Deal with any payment/invoices;
  - Maintain clear accountancy and produce a budget for the GA;
  - Provide insight into the cash-flow process to the GA, if requested;
  - Deal with the Committee's financial requests;
  - Ensure the correct and proper collection of membership subscription fees;
  - Communicate with the Institute about the yearly budget allocation;
  - Submit an Annual Financial Report to the Audit Committee and General Assembly.
- 6.1.4. Secretary – Duties of the Secretary include but are not limited to the following:

- Maintain general administrative platforms, servers, and the website;
- Take meeting minutes;
- Maintain efficient records of meeting agendas and meeting minutes;
- Continue smooth functionality of the association through correct archiving of all necessary documents;
- Create and distribute all CIROS Board communications;
- Answer any questions members may have;
- Update members through regular newsletters;
- Oversee the signing-up of new members to CIROS;
- Ensure members' details are up-to-date and correct;
- Enforce adherence to the CIROS Privacy Policy. The Secretary is further permitted to modify the policy in response to circumstantial changes when new regulations must be added by force of law (i.e., GDPR) or when certain aspects become obsolete.

6.1.5. Two Internal Affairs Officers (hereinafter referred to as "Internal Officer") - Duties of the Internal Officers include but are not limited to the following:

- Act as liaison between the Committee Heads and the CIROS Board;
- Deal with any requests from the Committees and communicate them to the CIROS Board;
- Communicate responses from the CIROS Board to the Committee Heads;
- Manage projects/event requests;
- Facilitate projects/events by booking rooms and technical equipment, contacting the photographer if available, and other things that may be needed for the event;
- Maintain oversight of all ongoing projects/events, for instance in the form of an internal calendar;
- It is strongly advised to organise Committee Head and Internal Officer meetings once a block.

6.1.6. External Affairs Officer (hereinafter referred to as "External Officer") - Duties of the External Officer include but are not limited to the following:

- Create strong links with all external parties including sponsors, government organisations, employment agencies and partners;
- Maintain deals and offers with third party businesses and organisations.
- Monitor all proposals for external venue bookings requested by the Board or by Committee Heads and advice before communication with external venues is initiated.
- Communicate directly with external venues on behalf of Committee Heads and other Board members in cases deemed appropriate by the External Officer.

## 6.2. Board Appointment

- 6.2.1. The incumbent board member along with a member of the Election Committee, as defined in Article 10, will interview all the applicants.
- 6.2.2. The Election Committee announces the candidates one week prior to the Election GA. It may give non-binding advice on who would be most suitable for the position
- 6.2.3. All members of CIROS are eligible to contest the elections, and to vote.
  - 6.2.3.1. Contesting can be done via a formal complaint through the Advisory Board or the Election Committee via the complaint procedure as referred to in Article 12.
- 6.2.4. In case this procedure does not result in a Board before the end of the Board year as defined by Article 8 subsection 1 of the statutes, the current Board will remain in office until either a new Board is elected, or the association is disbanded.

## 6.3. Transition

- 6.3.1. The newly elected Board assumes its functions on the first day of each Association Year, starting 1st September.
- 6.3.2. During the period between the election and the end of the Association Year, the incumbent Board and elected Board are obligated to meet and discuss the process of transition with the aim of informing the new Board about pressing issues and procedures within CIROS. This includes any collaboration or projects that may come into effect during this time period.
- 6.3.3. The aforementioned transition should commence within ten (10) working days after the election results are announced and be complete by the end of July.

#### 6.4. Vacancies

- 6.4.1. Any Board member is allowed to leave the CIROS Board.
- 6.4.2. The Board member stepping down from their position will do this in written form to the Advisory Board and the current Board at least fifteen (15) working days in advance.
- 6.4.3. In case of a vacancy in the Board, as a result of a Board member stepping down/leaving the CIROS Board, the incumbent Board will conduct interviews to provide non-binding advice for a successor to the GA to approve.

#### 6.5. Board Meetings

- 6.5.1. During the period pertaining to the Association year, the Board is strongly advised to meet on a weekly basis.
- 6.5.2. The Advisory Board is allowed to attend the board meetings at the request of either the Board or the Advisory Board.
  - 6.5.2.1. When the request has been put in by the Advisory Board, the Board must receive and approve this request one to two (2) working days before the Board meeting the Advisory Board wishes to attend.
  - 6.5.2.2. If the CIROS Board rejects this request, a valid reason must be given to the Advisory Board before the meeting in question.

#### 6.6. Reimbursement

- 6.6.1. Board Members may be reimbursed for costs that they incur as a result of the general running of the association, only where valid proof of purchase can be made available to the Treasurer.
  - 6.6.1.1. Valid proof of purchases include:
    - Receipts from the merchant or point of sale showing the amount paid for each item.
    - Invoices (where its contents must have been previously discussed and approved by the Treasurer).
    - Order or ticket confirmation showing the amount paid.
- 6.6.2. The Treasurer holds full discretion to approve or reject the request for reimbursement.
- 6.6.3. The following items may not be reimbursed in any circumstances:
  - Drinks bought at any social event;
  - CIROS Merchandise bought for personal use;

- Travel costs incurred while travelling to/from events or activities in The Hague and the following municipalities: Rijswijk, Voorburg, Zoetermeer, and Leidschendam-Voorburg.

## 6.7. Conduct of the Board

6.7.1. It is essential that Board members remember that they are representatives of the Board, the Association and its Members. This includes the following codes of conduct:

- 6.7.1.1. The Board members should make an effort to behave in a professional manner when representing CIROS;
- 6.7.1.2. The Board members should make an effort to wear clothing suitable for the events that they are attending;
- 6.7.1.3. Professional conduct and impartiality is a core principle of the association. Intimate relationships between members of the Board and working members should never interfere with the Board Member's professional conduct and impartiality.

## 6.8. Legal Representation of the Association

6.8.1. In pursuant to Article 10.1 and 10.2 of the CIROS Statute, the Association can be properly represented only by two or more jointly acting Board Members. Therefore:

- 6.8.1.1. Any contract signed in the name of CIROS have to have the signatures of at least two Board Members;
- 6.8.1.2. Official, in-person representation, or otherwise can also only be properly executed by at least two jointly acting Board Members;
- 6.8.1.3. The Board may grant to one or more persons, whether or not employed by the association, power of attorney or otherwise continuing power of representation.

## 7. Advisory Board

7.1. The Members of the Advisory Board shall be appointed for a period of one academic year.

7.2. The Advisory Board consists of three members; one former Board Member, one former Committee Head, and one former Commissioner, who each must either be enrolled in the BSc International Relations and Organisations (hereafter referred to as 'IRO') or have graduated from the programme no more than two years prior to the start of their Advisory Board term.

- 7.2.1. All members must be currently residing in the Netherlands and willing to travel to The Hague for extraordinary Advisory Board duties.
- 7.2.2. Professional conduct and impartiality is a core principle of the association. Intimate or close relationships between members of the Advisory Board and the Board or other working members should never interfere with the Advisory Board members' professional conduct and impartiality.
- 7.2.3. Application procedure:
  - 7.2.3.1. The Vice President shall be held primarily responsible for managing the application procedure for the selection of a new Advisory Board. Should the Vice President be unable to lead this effort, the President shall take over these duties. The applications for the Advisory Board shall open during the Election GA.
  - 7.2.3.2. The Board is encouraged to fulfil the composition of the Advisory Board based on the applicant's most recently held position. However, in the absence of applicants for the role specific vacancy, the Board reserves the right to select a candidate who has previously served in that role's capacity, even if they have held a different position subsequently.
  - 7.2.3.3. The application procedure shall remain open until such a time that a sufficient number of applications have been received. The Vice President, shall, in consultation with the Board, review the applications as they are received. The Board shall interview the applicants on a rolling basis. The Board shall select from the applicants three candidates to submit to the GA for affirmation. These candidates may, from the 1st of September of the following academic year serve in an acting capacity until their affirmation and installation in the first GA of the year.
- 7.2.4. During the transition period, meetings between the Advisory Board and the Candidate Advisory Board, are recommended, as well as meetings between the Candidate Board and Candidate Advisory Board.
- 7.3. The Advisory Board does not answer to the Board and vice versa.
- 7.4. The Advisory Board shall look at CIROS activities with an objective and open mind.

- 7.5. Tasks of the Advisory Board include but are not limited to the following:
- To provide non-binding, but informed, guidance to the CIROS Board;
  - Identify, assess, and opine on actual and possible difficulties or issues concerning CIROS or its Board;
  - Deal with complaints from members concerning the Board.
- 7.5.1. The specific relationship between the Board and the Advisory Board must be decided upon annually by both entities, preferably at the beginning of their respective tenures, where a Working Framework is created between the two boards.
- 7.6. Members of the Advisory Board may not be part of the Board, nor be a working member of CIROS.
- 7.7. The Advisory Board must be consulted for future changes to the Policy Manual.
- 7.7.1. The Advisory Board may invite any persons they see fit to aid in the process.

## 8. Financial Procedures

- 8.1. Membership Fee
- 8.1.1. The cost of membership is stated in Article 4.1.
- 8.1.2. Should the Board wish to amend the cost of annual membership, this can only be approved through a GA with a two-thirds majority for the amendment.
- 8.1.3. The CIROS membership is activated once the payment has been completed.
- 8.1.3.1. If the membership is bought in person, the CIROS membership registration form must be submitted before the membership can be completed.
- 8.2. Budget
- 8.2.1. The Treasurer, in consultation with the previous Treasurer and the Board makes a budget allocation which must be approved at the first GA of the Association Year. The draft budget must be sent to members two weeks in advance. The GA is able to make recommendations for amendments to the budget during the GA, and any complaint can be brought forward to the Board and the Advisory Board as described in Article 12.
- 8.2.2. Expenditures or investments of over €500.00 not included in the approved budget should be approved by a majority voting within the Board.



- 8.2.3. The Treasurer, in consultation with the Board, has the right to redistribute the previously allocated funds over the different Committees after the first of January, based on Committee performance, requested budgets and future plans. This change has to be presented at the next GA.
- 8.2.4. No more than 20% of the total cash flow from the previous Association Year may be spent before the budget is approved by the first GA. The Treasurer has to incorporate these expenses in the presented budget.
- 8.3. Financial Report
  - 8.3.1. The Treasurer remains responsible for the financial report of their Association Year until the GA approves the report. Excluding the consequences of all actions outside the law, the statutes or the Policy Manual, the Treasurer is released from its responsibility for the Association Year when the GA approves the financial report during its last meeting of the Association Year.
- 8.4. Use of funds
  - 8.4.1. The Board is not empowered to use any CIROS property as collateral for neither acquisitions nor reimbursements of debt.
  - 8.4.2. When making purchases, all bodies within CIROS must make an effort to buy the most socially and environmentally responsible options allowed by the budget.
  - 8.4.3. CIROS is not allowed to pay members of the Advisory Board or the Board as this poses a conflict of interest.
  - 8.4.4. Any profits raised by a Committee must go through the Treasurer and the official bank account.
- 8.5. Refund Policy
  - 8.5.1. When signing up for an event, everyone is subject to the refund policy as included in the event sign-up form and linked on the website.
  - 8.5.2. For any event, additions or changes to the refund policy can be made at the discretion of the organising party. This needs to be clearly signalled in the sign-up form.
- 8.6. Audit Committee
  - 8.6.1. The Audit Committee checks all accounting and expenditures made by and under the responsibility of the Treasurer ensuring compliance with all the financial provisions stated in this Policy Manual.

- 8.6.2. The Audit Committee can view and check the financial administration at any time. At minimum, once per year, at the final General Assembly of the Academic Year, the committee presents the Annual Financial Report (see article 8.7.)
- 8.6.3. The Audit Committee reserves the right to have the Board convene a General Assembly.
- 8.6.4. The Audit Committee shall consist of at minimum two (2) members and a maximum of four (4) members. These members cannot be current Board Members.
- 8.6.5. The Board nominates the members of the Audit Committee and the General Assembly approves them.
- 8.6.6. Only CIROS Members may be nominated to the Audit Committee.
  - 8.6.6.1. Members of the Advisory Board may be called upon by the Board to complete the duties of the Audit Committee, if no other suitable members are found to form the Audit Committee
- 8.6.7. Members are encouraged to approach the Audit Committee with any irregularities they may have come across.
- 8.7. Annual Financial Report
  - 8.7.1. On behalf of the Board, the Treasurer is responsible for submitting an Annual Financial Report to the Audit Committee and the General Assembly.
  - 8.7.2. A Financial Report must contain the balance, cashflow, the income and expenditure statement, and a budget update.
  - 8.7.3. These reports must be presented to the Audit Committee for inspection at least two (2) weeks before the Final General Assembly. The inspection of the Financial Report happens without the presence of a board member.
  - 8.7.4. Should the Audit Committee find inconsistencies or have questions regarding the Financial Report, they may approach the Treasurer for additional documents or clarification.
  - 8.7.5. The Audit Committee reports on its findings in the Annual Financial Report, this report is reviewed by the Board before the last General Assembly.
    - 8.7.5.1. The Audit Committee will include in its report a recommendation on the approval of the Annual Financial Report and the granting of discharge of the Treasurer.

- 8.7.5.2. If the Audit Committee finds the Annual Financial Report to be incomplete or incorrect, the Board must rectify these discrepancies.
- 8.7.6. The Audit Committee will present its findings on the Annual Financial Report (relating to its completeness and correctness) at the final General Assembly of the association year.
  - 8.7.6.1. The Financial Year can only be closed following the granting of the discharge to the Board after approval of the balance sheet and profit and loss account by the General Assembly.

## 9. Committees

- 9.1. Core Definition of a Committee
  - 9.1.1. A Committee is a group of CIROS members dedicated to a specific field of activities and/or interests.
  - 9.1.2. Through organising activities or coordinating other related operations, the Committee carries out its purpose.
  - 9.1.3. A Committee has a specific goal within the goals of CIROS. This goal must be clearly distinguishable from any existing Committees. The general purpose of all Committees is to contribute to CIROS, its members and the IRO programme.
  - 9.1.4. Unless stated otherwise, the Election Committee is excluded when the term 'Committee' is used.
  - 9.1.5. The term of a Committee starts at the beginning of September of the academic year and lasts until the end of August of the following summer.
- 9.2. Structure of a Committee
  - 9.2.1. All members of the Committee have to be CIROS members.
  - 9.2.2. A Committee comprises at least three members: the Committee Head, Vice-Chair and Committee Treasurer.
  - 9.2.3. The maximum number of members in a Committee is eleven.
  - 9.2.4. A Committee can have sub-Committees as defined in Article 9.3. and clubs as defined in Article 9.4.
  - 9.2.5. A Committee member cannot be a member of the CIROS Board at the same time.
  - 9.2.6. A Committee member cannot also be a member of the Advisory Board.
  - 9.2.7. A Committee member cannot be a member of another Committee at the same time.

### 9.3. Sub-Committees

- 9.3.1. A Committee Head may decide to create a sub-Committee for specific projects or tasks. They shall be composed of existing Committee members.

### 9.4. Clubs

- 9.4.1. A proposal for a club can be submitted to the Board via the 'club proposal' form on the CIROS website and will be subject to a consultation described in Article 9.4.2.
- 9.4.2. This proposal must be received 2 weeks before the GA and discussed with the Committee Head of the Committee that the club will fall under, as well as the respective Internal Officer for that Committee.
- 9.4.3. Each club must be headed by a member of CIROS that reports to their overseeing Committee.
- 9.4.4. Any person may join a club if the Club Head admits them.

### 9.5. Selection of Committee Members

- 9.5.1. The application process will open at the beginning of the academic year. The application forms will be made by the Internal Officers.
- 9.5.2. The applicants will be interviewed by the respective Committee Heads along with a member of the Board or the Advisory Board. All applicants must be interviewed.
  - 9.5.2.1. All applications will be assessed by the respective Committee Heads and Internal Officers.
  - 9.5.2.2. The Committee Heads may invite any candidate that demonstrates sufficient qualifications and commitment in their application.
  - 9.5.2.3. Once all Commissioners have been respectively selected by each Committee, their selection should be confirmed to them as soon as possible, and the composition of each Committee made public via social media at the discretion of the PR Committee. This should be done by the end of the first semester, preferably before the end of Block 1.
  - 9.5.2.4. All Commissioners must have purchased their CIROS membership within a week of accepting their position within a Committee.
  - 9.5.2.5. Any Committee member may be dismissed by the Committee Head, with a stated reason and in consultation with the Board. Any Committee member

up for dismissal will be provided with the opportunity to appeal against it during the GA which is set to decide on their case.

9.5.2.6. In the event of an appeal, a simple majority of votes cast is required to dismiss said member.

9.5.2.7. In case of dismissal of a Committee member, the Committee Head may replace the Commissioner using the same process outlined in Article 9.5.2.

## 9.6. Committee Head

9.6.1. The new Committee Head applications shall open before the end of the academic year.

9.6.2. The applications shall be reviewed by the incumbent head and evaluated impartially.

9.6.3. The interviews for the position of the new Committee Head will be conducted by the incumbent Head in collaboration with one incumbent Board Member, ideally the Internal Affairs Officer overseeing the committee. The Committee's Vice Head may participate in the interview upon the Committee Head's request, provided the applicant is informed of their presence. Should the Committee Head or Vice-Chair be unavailable, another incumbent Board Member may serve as a replacement.

9.6.4. The decision on the new Head shall be made with no prejudice and be announced once the decision has been made and applicants have been informed.

9.6.5. All applicants shall be interviewed.

9.6.6. The term of a head Committee starts at the beginning of September of the academic year it has been selected for and lasts until the end of August of the following summer. For exceptions see Article 9.10.1.1.

9.6.7. A committee head may be removed from their position if any of the following preconditions are met:

9.6.7.1. The committee head does not lead their committee in methods outlined in the Committee Head guidelines, as observed by their Internal Officer. The committee head does not abide by the CIROS Code of Conduct. The committee head has been reported to the board by at least two of their commissioners of having general conduct unbecoming of being a Committee Head. If there is reasonable doubt about the conduct of a

Committee Head based on lack of events, communication or other relevant indicators.

9.6.7.2. If the above are noticed, the Board may convene and begin an inquiry into the situation. From the moment of notice, the Board has 10 working days to come to a decision.

9.6.7.3. The committee head in question may refer the Board's decision to the Advisory Board if they believe it unjust. Decisions can be challenged for up to 5 working days. Once challenged, the Advisory Board will deliberate the proceedings, speak with the Committee head and make a final binding decision.

## 9.7. Starting a New Committee

9.7.1. A group of at least three CIROS members may decide to, after consultation with the Board, propose the creation of a new Committee to the GA. The proposal should clearly state the added value to CIROS.

9.7.1.1. The Committee proposal must be presented to at least two board members in an in-person or online meeting three weeks before the GA. The President or Vice-President, as well as one Internal Officer, must be present during this meeting.

9.7.1.2. The purpose of the formal consultation is to write up an official document outlining the goals and structure of the Committee. This document is produced in collaboration between the prospective Committee Head and the Board Members present

9.7.1.3. This written proposal must be sent to all incumbent Committee Heads a week before the GA.

9.7.1.4. The Board reserves the right to give unbiased non-binding voting advice in the GA.

9.7.2. The creation of the Committee must be approved by a two-thirds majority in the GA.

9.7.3. After approval, Article 9 of the Policy Manual applies to the Committee with the exception of Article 9.7.1. for the semester in which the Committee is approved.

## 9.8. Obligations of Committees

9.8.1. All Committees must hold at least two events per semester, with the exception of sub-Committees, the PR Secretariat and the Graduation Committee. In order to ensure efficient

spacing of events across blocks, each committee must hold one of these events per block.

- 9.8.2. All Committees are obliged to report all financial proceedings to the Treasurer.
  - 9.8.3. All Committees are obliged to comply with the law, the CIROS statutes, the CIROS Policy Manual and the CIROS Code of Conduct.
  - 9.8.4. All Committees are obliged to take minutes of their meetings and make them accessible where the Board seems fit.
  - 9.8.5. The Committee Head is obliged to attend Committee Head meetings with the Board or Internal Officers, which will be held when the Board sees fit, recommended once per block. Absentees can be excused by the Board via a formal email.
- 9.9. Public Relations Secretariat
- 9.9.1. The Secretariat functions the same as other Committees but has the particularity of being headed directly by a board member, namely the Vice President.
    - 9.9.1.1. Public Relations will be hereinafter referred as “PR”.
    - 9.9.1.2. The Secretariat’s duties include but are not limited to:
      - Promoting events, activities, initiatives, collaborations with partners and any other relevant materials via CIROS’ social media channels and other mediums when necessary;
      - Assisting in creative projects that help visualise our community, namely ‘CIROSMag’ (and subsidiary projects ‘My Migration Story’, and ‘Humans of Wijnhaven’) merchandise design, and others
      - Taking pictures for the association, such as during events or General Assemblies;
      - Communicate closely with committees about events promotion when necessary, e.g. regarding logistical updates
- 9.10. Student Support Committee and IROC Month
- 9.10.1. The Student Support Committee is dedicated to the integration of new students joining IRO. It organises various activities throughout the year with the intention of providing academic or mental health support to IRO students.
    - 9.10.1.1. Unlike other Committees, the term of the Student Support Committee is different. Even though the

incumbent committee head selects their successor before the beginning of the summer, they remain Committee Head until the end of September or whenever IROC month concludes. The month of September shall be a transition period during which both outgoing and incoming heads work together. IROC month takes place during the month of September and is a shared responsibility of all Committees. The coordination and implementation will be overseen by the First Years Committee of the previous academic year.

- 9.10.2. IROC month takes place during the month of September and is a shared responsibility of all Committees. The coordination and implementation will be overseen by the Student Support Committee.
  - 9.10.2.1. Therefore, when selected, the head of the Student Support Committee is responsible for the co-organisation and co-running of the IROC month of the academic year following the one the Committee Head was selected for.
  - 9.10.2.2. The Student Support Committee Heads, the incumbent and the incoming, should collaborate during IROC month. The former should train the latter about how to prepare and run IROC month so that they are fully trained to do it themselves the following academic year.
  - 9.10.2.3. All other Committee Heads (outgoing or incoming) that commit themselves to one or several events during IROC month are responsible for the execution of said event(s) during IROC month. All communication must be held with the Student Support Committee Head.
- 9.11. Graduation Committee
  - 9.11.1. The Graduation Committee focuses on arranging events tailored specifically for the graduating class of IRO. As a result, the committee's activities primarily cater to students in their third and/or fourth year of study in the IRO program.
  - 9.11.2. The Graduation Committee represents an entity within the association that operates across two Association Years. The term of the Graduation Committee begins in February and



ends one month after the Graduation Ceremony in the following Association Year.

9.11.2.1. The incumbent Internal Affairs Officers and the Treasurer shall ensure the Graduation Committee smoothly transitions to the management of their successors in the Board-Elect by organising specific meetings during the transition period. The Graduation Committee shall commit to sharing all relevant information and documents with the Board-Elect by the 1st of August.

9.11.2.2. A graduating member of the Graduation Committee will not be obligated to purchase the full year association membership for the academic year in which their term concludes, but the Exchange Half-Year membership.

9.11.3. The Graduation Committee is responsible, in cooperation with the Board, for both the designing, drafting, printing, and sales of the IRO Yearbooks, and the organisation of the annual Graduation Party. In addition, the Graduation Committee may organise additional events aimed at supporting the achievement of the previously listed responsibilities.

9.11.3.1. Prior to the printing of the Yearbooks, the Committee must receive the explicit approval of the Board in relation to the design, costs, and distribution. Both the Board and the Graduation Committee are responsible for informing the Board-Elect of any plans relating to the selling and distribution of the Yearbooks

9.11.3.2. The Graduation Party must be held in the same week as the official Graduation Ceremony organised by Leiden University. When feasible, it is encouraged to be organised on the same day.

9.11.4. The Board has the right to permit the Graduation Committee the use of additional social media accounts specifically created to promote Graduation Committee activities. The Committee's use of these accounts shall be outlined in specific guidelines drafted annually by the Board for the use of these accounts.

9.11.4.1. The supervising Internal Affairs Officer must at all times remain in-charge of the social media accounts.

9.11.4.2. Any PR conducted on these accounts must be in-line with CIROS' main branding. The PR Secretariat shall support the Graduation Committee in its use of the additional accounts.

9.11.4.3. The Graduation Committee is an integral committee of CIROS. Therefore, any product or event that is organised and sold needs to transparently mention its affiliation to CIROS. This includes: the prominent display of CIROS' logos and the organisation's name.

## 9.12. Financial Reporting

9.12.1. A Committee is eligible for funding when they meet the criteria stated in Articles 9.1, 9.2, 9.5 and 9.7. If a Committee does not comply with these criteria, the Board may decide to cut or revoke all funding for the Committee.

9.12.2. Committee budgets are not transferable to the next Association Year.

9.12.3. Committee members that spend money, based on their budget, need to provide legitimate receipts (as detailed in 6.6.1.1) in order to be reimbursed.

9.12.4. When raising or in any way supporting charity in the name of CIROS, the charity should first be approved by the Board.

9.12.5. In the case of additional budget request(s) by a Committee, this needs to be approved by the Board via a majority vote.

## 9.13. Events

9.13.1. Before every event, the Board has to have received an event proposal, in the form of the event proposal form which can be made available by the Internal Officers.

9.13.1.1. This includes an overview of the expenses for the corresponding event. This should be communicated via the corresponding form available from the Internal Officers.

9.13.1.2. All Working Members are required to inform the External Officer of all official external communication they conduct on behalf of the association.

9.13.2. The event has to be approved by both the Treasurer and Internal Officers before being published or advertised. The Internal Officers need to respond to the form within five (5) working days.

9.13.3. PR requests submitted on time should be posted at least three (3) days prior to the event or the committee's suggested

posting date. The PR proposal must be submitted to the PR Secretariat ideally fourteen (14) days before the event, for it to be promoted on social media.

9.13.3.1. Logistical details in the proposal can be amended afterwards if necessary.

9.13.3.2. The PR Secretariat has the discretion to change the posting date if the proposal deadline is not met.

9.13.4. The event must follow the standards set by the CIROS Code of Conduct, and in the case the event includes paid tickets, the CIROS Ticket Policy and Refund Policy. The committee members must inform participants of these policies prior to the event taking place.

#### 9.14. Annual Reports

9.14.1. An annual report must be sent to the Board by the end of the Association Year.

9.14.1.1. This should outline the events carried out including the date, number of participants and a short description of each event.

9.14.2. Additionally, the Committee is expected to send a final outline of their costs to the Board. This can be included in the annual report outlined in 9.13.1.

#### 9.15. Dissolution of a Committee

9.15.1. This process may be undertaken in the event of a Committee not meeting the obligations set out in Article 9.8.

9.15.2. The GA can decide to dissolve a Committee with a majority of two-thirds of the casted votes.

9.15.3. A Committee becomes dormant if no decision, according to meeting the obligations under Article 9.8 of the Policy Manual is reached.

9.15.3.1. A dormant Committee does not have Committee members, cannot receive funds and may not organise events during the dormant period.

9.15.3.2. A dormant Committee will exist only in name and will keep its section on the CIROS website.

9.15.3.3. The dormant state of a Committee is reversed when a decision, according to meeting the obligations under Article 9.8 of the Policy Manual, is reached and approved by the GA.

- 9.15.3.4. A Committee becomes dormant if at least two third of its members notify the Board, in writing, of their wish to make the Committee dormant.
- 9.15.3.5. A Committee may unanimously decide to dissolve itself in consultation with the Board and Advisory Board.

## 10. Election Committee

- 10.1. The Election Committee shall be established within three weeks of the first GA in the second half of the Association Year.
- 10.2. After appointment, the Members of the Election Committee shall remain in function until the Board of the following Association Year is approved by the GA.
- 10.3. The Election Committee consists of three members with the following characteristics:
  - 10.3.1. A member of the Advisory Board. This Advisory Board representative is nominated internally within the Advisory Board.
  - 10.3.2. A member of the outgoing Board(s). The Board of the previous Association Year has to internally nominate a member from itself. The previous Board can decide to nominate a member of other previous Boards, if they feel that they are unable to fulfil their role. In case no previous Board members are available for the Election Committee, a current Board member, nominated internally by the Board, will fill the position in the Election Committee.
  - 10.3.3. A Committee Head. This Committee Head representative is chosen amongst Committees by majority vote.
- 10.4. Tasks of the Election Committee include but are not limited to the following:
  - Make the application forms;
  - Review election guidelines, approved by the Board, that must be published alongside the application forms;
  - Interview applicants alongside the incumbent position holder;
  - Make and count the ballots for the GA;
  - Ensure that the elections are free and fair.

## 11. CIROS Volunteers

- 11.1. The tasks of the CIROS Volunteers are as follow:
  - 11.1.1. Committee events

- 11.1.1.1. CIROS Volunteers may aid in Committee events upon request by a Committee.
- 11.1.2. Fundraising
  - 11.1.2.1. CIROS volunteers may aid in fundraising events upon request by a Committee, or by the Board.
- 11.1.3. GA organisation
  - 11.1.3.1. CIROS volunteers may aid in GA organisation upon request by the Board.
- 11.1.4. Information gathering
  - 11.1.4.1. CIROS volunteers may aid in information gathering upon request by the Board.
- 11.1.5. Ad Hoc situations
- 11.2. The other entities' tasks in the CIROS Volunteer process are as follows:
  - 11.2.1. Secretary
    - 11.2.1.1. The Secretary is responsible for creating a sign-up link to become a CIROS volunteer.
    - 11.2.1.2. The Secretary is responsible for sending out sign-up links to CIROS volunteers when required by a Committee Head or the Board.
  - 11.2.2. Internal Officer
    - 11.2.2.1. The Internal Officers are responsible for providing CIROS volunteers with a participation certificate at the end of the Association Year.
    - 11.2.2.2. The Internal Officers are responsible for communicating a request for CIROS volunteers to the Secretary
  - 11.2.3. Committee Heads
    - 11.2.3.1. The Committee Heads are responsible for submitting a request for CIROS volunteers to aid in Committee events to their Internal Officer
    - 11.2.3.2. A request for the help of a CIROS volunteer must be submitted at least seven (7) days prior to the Committee event.

## 12. Social Media

- 12.1. CIROS' social media channels include, but are not limited to:
  - Facebook;
  - Instagram;
  - YouTube;
  - LinkedIn

- 12.1.1. All rules outlined in Article 11.2 must be upheld on all CIROS' social media channels
- 12.2. General social media rules
  - 12.2.1. All content should reflect the values of CIROS. Ultimately, this is at the discretion of the Board.
  - 12.2.2. No inappropriate content is to be posted on any social media channels. Ultimately, this is at the discretion of the Board and/or the PR Secretariat.
  - 12.2.3. Members are to ensure they have permission to post on social media channels from the persons featured in the post when posting.
    - 12.2.3.1. Permission to be featured on CIROS' social media channels is automatically granted to CIROS when attending CIROS events.
    - 12.2.3.2. For any other feature, the permission to post on social media channels should be stated in written form.
  - 12.2.4. Requests to delete content via CIROS' social media channels or email should be carried out immediately by the PR Secretariat.
    - 12.2.4.1. The Board is to ensure that Article 12.2.4. is upheld.
    - 12.2.4.2. A breach of Article 12.2.4. results in direct suspension of membership if the material in question is not taken
    - 12.2.4.3. If Article 12.2.4. is breached by a subsidiary and does not refrain from this, it can lead to financial consequences for the associated entity.
    - 12.2.4.4. The Board is obliged to take legal action if, within 4 weeks of notice, the content is not removed.
  - 12.2.5. No member of CIROS may operate any social media channels or website in the name of CIROS or any of its subsidiaries unless it has been agreed with the PR Secretariat and/or the Board.
  - 12.2.6. For content and events to be posted on CIROS' social media channels it must be sent to the PR Secretariat through the appropriate procedure.
  - 12.2.7. Repost of any social media content will be at the discretion of the Vice President and can be requested by any working member through internal communication channels.
- 12.3. Political Statements

- 12.3.1. CIROS' social media is a place of political neutrality. No political statements including inferences or connotations are allowed to be made.
  - 12.3.2. The evaluation of such statements is at the discretion of the Board.
  - 12.3.3. The evaluation of the Board can be challenged via the general complaint procedure as referred to in Article 13.
- 12.4. Newsletter
- 12.4.1. The CIROS newsletter is to be published by the Secretary on a monthly basis.
  - 12.4.2. The newsletter should inform members of upcoming events and current initiatives from either CIROS, Leiden University, or other entities as deemed relevant by the Secretary.
  - 12.4.3. Should Committee Heads wish to have specific content featured in the newsletter, they must notify the Secretary at least five (5) working days before the publishing date and provide them with the relevant information and material.
- 12.5. Facebook
- 12.5.1. The Board decides on the provision of page roles on Facebook.
  - 12.5.2. A limited amount of three (3) posts per day are allowed. In case more posts are necessary, permission from the Board is required.
  - 12.5.3. All vital information surrounding events should be posted on the main Facebook page and only then can it be shared into the official Leiden University Facebook groups or tertiary groups associated with IRO.
- 12.6. Instagram
- 12.6.1. All Committees are allowed to post on Instagram story and page when approved by the relevant authority (PR Secretariat and/or the Board).
  - 12.6.2. CIROS is not responsible for the Instagram algorithm.
- 12.7. Exception Clause
- 12.7.1. Exempted from Article 12.2.5. is the Website, YouTube, including, but not limited to "Humans of Wijnhaven", "My Migration Story", "CIROS Instagram", which will be operated by the PR Secretariat and @am.ciros as well as the radio club's Spotify, both to be operated by the Arts and Media Committee.

- 12.7.2. The creation and dissolution of additional social media channels is at the discretion of the Board.

## 13. Conflict

### 13.1. Complaint Filing

- 13.1.1. Anyone has the right to file a complaint concerning any action taken by a CIROS member at a CIROS event or on behalf of CIROS.
- 13.1.2. Anyone has the right to file a complaint concerning any decision taken by the Board or a Committee.
- 13.1.3. All complaints have to be filed with the Board via the website.
- 13.1.4. A complaint directed at the Board has to be filed with the Advisory Board via the website.
- 13.1.5. The Board is obliged to report all complaints and actions taken regarding those complaints to the Advisory Board.

### 13.2. Procedure

- 13.2.1. The institution that receives the complaint shall process and archive all complaints with the maximum amount of discretion.
- 13.2.2. The Board will take appropriate action. This is, in sequence:
  - 13.2.2.1. Impose the sanction as described by the statutes or the Policy Manual; or, if not applicable;
  - 13.2.2.2. Mediate between parties to come to a solution acceptable to all parties; or, if not possible;
  - 13.2.2.3. Decide on a solution to the best of its knowledge. This procedure does not apply to complaints against the Board.
- 13.2.3. The institution that receives the complaint reserves the right to forward the complaint to the appropriate authorities if illegal activity is suspected.

### 13.3. Complaints against Committees

- 13.3.1. The Board will impartially investigate the complaint and shall notify all parties involved of its decision no later than ten (10) working days after the complaint was filed.
- 13.3.2. Committees can be sanctioned by the Board in accordance with Article 9.8. of the Policy Manual.
- 13.3.3. All parties involved have the right to appeal to the decision of the Board at the GA.
- 13.3.4. All complaints and actions taken regarding those complaints must be archived by the Board.



#### 13.4. Complaints against Individual Members

- 13.4.1. The Board will investigate the complaint and shall notify all parties involved of its decision no later than two weeks after the complaint was filed.
- 13.4.2. Members can be sanctioned by the Board in accordance with Article 12.6 of the Policy Manual.
- 13.4.3. In case the complaint is directed at one or more guests of a member at a CIROS event, the member may be sanctioned.
- 13.4.4. All parties involved have the right to appeal to the decision of the Board at the GA.
- 13.4.5. All complaints and actions taken regarding those complaints must be archived by the Board.

#### 13.5. Complaints against the Board

- 13.5.1. The Advisory Board will investigate the complaint and shall try to mediate between the complainant and the Board.
- 13.5.2. If no solution acceptable to all parties is reached, the Advisory Board shall provide the GA with a non-binding recommendation to resolve the matter.
- 13.5.3. All complaints and actions taken regarding those complaints must be archived by the Advisory Board and handed to the Board after the complaint is resolved for safekeeping.

#### 13.6. Sanctions

- 13.6.1. The Board has the right to suspend members for disorderly behaviour, misconduct or any other activity that harms the association as mentioned in Article 5 subsection 4 of the statutes, and reinforced by the CIROS Code of Conduct.
- 13.6.2. The use of illegal substances at CIROS events will result in suspension and exclusion from events for the period of a month for a first-time offence, and indefinite suspension and exclusion from events for a second-time offence.
- 13.6.3. Disorderly conduct includes but is not limited to sexual harassment, physical assaults, harassment of participants based on race, ethnicity, sexual orientation, gender (identity), religion, and political orientation.
- 13.6.4. The Board has the right to remove a member such as when the member unreasonably harms the association as mentioned in Article 5 subsection 4 of the statutes.
- 13.6.5. The Board or any other body of CIROS does not have the right to sanction members via fines.

#### 13.7. Appeals

- 13.7.1. All parties involved have the right to be present and defend their case at the GA at which the case is addressed.
- 13.7.2. The decision of the GA is final.