

UNIVERSITY COLLEGE STUDENT ASSOCIATION (UCSA) POLICY MANUAL
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PROVISIONS

The Status of the Policy Manual

Article 1

1. All regulations set forth in the University College Student Association (UCSA) Statutes will be upheld.
2. The Policy Manual functions as the by-laws of the Statutes.
3. Should the Policy Manual conflict with the Statutes, then the latter will be upheld.
4. Any references in this Policy Manual to membership or members shall be taken to only refer to those mentioned in Article 5.1.a of the Statutes, unless otherwise specified.
5. All members should be familiar with the contents of the Policy Manual and the Statutes.
6. All members, the Independent Body and the Advisory Council can suggest changes to the Policy Manual to the UCSA Board, which shall decide whether or not to propose the changes to the General Assembly.
7. Proposed changes to the Policy Manual will be voted upon at a General Assembly. The consent of a two-third majority is needed to pass changes.
8. The UCSA Board will keep the members updated on approved changes to the Policy Manual.

Language

Article 2

1. With respect to the international character of University College Utrecht (UCU), and English being its official language, English will be the official language of the UCSA.
2. With regard to communication within the UCSA, all documentation of the UCSA Board, Committees, Teams and any other body, as well as all communication between the aforementioned parties and the members, must be in English.
3. With regard to external communication, it is up to the discretion of all parties mentioned in Article 2.2 of this Policy Manual to decide whether English, Dutch or any other language is the most appropriate to use.

GENERAL ASSEMBLY

Chair

Article 3

1. The General Assembly can decide that a particular General Assembly shall be led, either partly or completely, by the Chair of the Independent Body, in accordance with Article 8.2 of the Statutes.
2. Such a decision shall be taken by means of a vote at the beginning of the General Assembly in question, at the request of one of the following parties:
 - a. the UCSA Board;
 - b. at least 5% of the members.
3. In the case referred to in Article 3.2.b of this Policy Manual, a written request needs to be submitted to the UCSA Board at least 24 hours before the start of the General Assembly, clearly indicating which members support it and which parts of the General Assembly are to be led by the Chair of the Independent Body.
4. The Independent Body can decide to appoint another member of the Independent Body than its Chair to lead the General Assembly, to be announced to the General Assembly before the vote as referred to in Article 3.2 of this Policy Manual shall take place.
5. In situations pertaining to both the Independent Body and the UCSA Board, the Independent Body, in collaboration with the UCSA Board, may decide to let another

UCSA member chair the General Assembly, to be announced to the General Assembly before the vote as referred to in Article 3.2 of this Policy Manual shall take place.

Procedures

Article 4

1. The UCSA Board shall announce resolutions it intends to propose to the General Assembly in the agendas referred to in Articles 7.4 and 7.5 of the Statutes.
2. The UCSA Board shall propose a resolution proposed by individual members to the General Assembly under the following conditions:
 - a. at least 5% of the members support it;
 - b. it is communicated to the UCSA Board at least 5 days before the start of the General Assembly.
3. The UCSA Board shall distribute the precise content of proposed resolutions at least 72 hours before the start of the General Assembly.
4. The budget proposals referred to in Articles 12.2 and 12.4 of the Statutes shall be distributed at least 5 days before the start of the General Assembly and shall include at least the overall proposed budget as well as the specific amounts to be allocated to individual Committees, individual events and the UCSA Board. The UCSA Board shall strive to include as much relevant information as possible.
5. Only when it is strictly impossible to distribute the content of a particular proposed resolution on time, distribution can happen later, accompanied by elaborate justification for the delay. In such a case, the discussion of and the vote on the proposal have to be approved by the General Assembly.
6. The provisional minutes of the preceding GA, as referred to in Article 7.6 of the Statutes, shall be provided to all members in the convening notice as referred to in Article 7.3 of the Statutes. To the distribution of these minutes the conditions as stipulated in Article 4.5 of this Policy Manual apply.
7. In line with Articles 9.6-9.7 of the Statutes, members wishing to proxy another member may do so, provided they notify the UCSA Board in written form as outlined by the UCSA Board before the opening of the General Assembly.

Amendments

Article 5

1. Members shall have the right to propose amendments to the following resolutions that are to be adopted by the General Assembly:
 - a. the yearly budget, as referred to in Article 12.2 of the Statutes;
 - b. budget amendments as referred to in Article 12.4 of the Statutes;
 - c. changes to the Policy Manual;
 - d. other resolutions, up to the discretion of the UCSA Board.
2. An amendment must:
 - a. clearly state which parts of the proposed resolution it alters, introduces and/or deletes;
 - b. clearly outline its financial consequences, in case it concerns the Association's finances;
 - c. be supported by at least 5% of the members;
 - d. be submitted to the UCSA Board at least 24 hours before the start of the General Assembly.
3. The UCSA Board shall allow the General Assembly to discuss all validly submitted amendments and bring them to a vote before the originally proposed resolution is brought to a vote.

4. In case of the scenario as described in Article 4.5 of this Policy Manual, the time limit mentioned in Article 5.2.d of this Policy Manual does not apply.
5. At the discretion of the Chair of the General Assembly, amendments can be proposed at the General Assembly. In this case Article 5.2 does not apply.

UCSA BOARD

Members and Task Descriptions

Article 6

1. The UCSA Board shall at least consist of a Chair, a Secretary and a Treasurer. All the other members of the UCSA Board, the number of which is to be decided upon by the General Assembly, shall be Committee Affairs Officers (CAOs).
2. The function descriptions of the members of the UCSA Board are as follows:
 - a. *Chair*

The Chair carries the overall responsibility of the UCSA Board and the Committees. The following tasks fall under this function:

 - i. being a motivating factor for the UCSA Board;
 - ii. chairing the UCSA Board meetings;
 - iii. maintaining a close working relationship with the other UCSA Board members;
 - iv. being responsible for all external contacts;
 - v. maintaining a clear picture of the future of the UCSA;
 - vi. ensuring that the Statutes and this Policy Manual are upheld;
 - vii. acting as the contact person between the UCSA Board and the UCU management, in cooperation with the Secretary and Treasurer;
 - viii. acting as the contact person between the UCSA Board and the Advisory Council and the Independent Body, in cooperation with the Secretary;
 - ix. revising, and, if necessary, updating the Statutes and Policy Manual in accordance with the applicable rules and regulations;
 - x. if the Chair is responsible for one or multiple Committees, Article 6.d.ii-ix of this Policy Manual on the Committee Affairs Officers' tasks also applies.
 - b. *Secretary*

The following tasks fall under this function:

 - i. maintaining a close working relationship with the other UCSA Board members;
 - ii. taking minutes of the UCSA Board meetings, and providing them before the next meeting;
 - iii. being responsible for the non-financial administration of the Association;
 - iv. acting as the contact person between the UCSA Board and the UCU management, in cooperation with the Chair and Treasurer;
 - v. acting as the contact person between the UCSA Board and the Advisory Council and the Independent Body, in cooperation with the Chair;
 - vi. maintaining contact with other student associations on non-financial matters;
 - vii. if the Secretary is responsible for one or multiple Committees, Article 6.d.ii-ix of this Policy Manual on the Committee Affairs Officers' tasks also applies.
 - c. *Treasurer*

The following tasks fall under this function:

- i. maintaining a close working relationship with the other UCSA Board members;
- ii. keeping the UCSA Board informed about the financial wellbeing of the Association on a regular basis;
- iii. being responsible for the financial administration of the Association; documenting and archiving the cash flow of UCSA money
- iv. assigning every Committee a proposed budget in cooperation with the respective Committee Affairs Officers;
- v. acting as the contact person between the UCSA Board and UCU management, in cooperation with the Chair and Secretary;
- vi. acting as the contact person between the UCSA Board and the Auditing Team;
- vii. keeping track of the overall expenditures of each Committee;
- viii. ensuring that the money is spent in the best interest of the Association;
- ix. ensuring that the Association's savings and the funds not utilized in the annual budget are allocated and secured in a savings account, no later than two weeks after the General Assembly's approval of the budget and the savings plan;
- x. having close contact with the treasurer of each Committee Board;
- xi. supporting the goals and facilitating the needs of the Acquisition Committee;
- xii. having contact with third parties that provide services and goods for the UCSA;
- xiii. setting the long and short-term financial goals, together with the rest of the UCSA Board;
- xiv. ensuring that all financial procedures, as outlined in the Statutes and Policy Manual, are followed;
- xv. drafting contracts for agreements with third parties;
- xvi. being the main financial signatory to all contracts with third parties. The Treasurer may permit another UCSA Board Member to sign on their behalf in written form;
- xvii. if the Treasurer is responsible for one or multiple Committees, Article 6.d.ii-ix of this Policy Manual on the Committee Affairs Officer's tasks also applies.

d. Committee Affairs Officers

The Committee Affairs Officers are each assigned a number of Committees and provide the primary link between the UCSA Board and their Committees. Their tasks include:

- i. maintaining a close working relationship with the other UCSA Board members;
- ii. being a motivating factor for Committees;
- iii. meeting with their Committees on a regular basis, depending on the size and character of each respective Committee;
- iv. reporting any relevant updates concerning their Committees to the UCSA Board and vice versa;
- v. discussing budget proposals with the UCSA Board Treasurer and Committees in order to come to agreements;
- vi. helping to resolve internal problems within their Committees;

- vii. being present at and active in events of their Committees, to the extent that is considered practically possible and desirable;
- viii. monitoring external relations of their Committees;
- ix. helping and supporting their Committees in any other way possible.

Elections

Article 7

1. Elections for the UCSA Board of the next Association year shall be held at the end of each spring semester of University College Utrecht during a General Assembly (the Election General Assembly).
2. Elections are open to all members. Candidates must be able to be member for at least one more full academic year, if elected.
3. Elections shall be announced at least 30 days before they are to take place, not including the day of the announcement, nor the day of the elections. Candidates must make their desire to participate in the elections known to the UCSA Board, via an email, at least 48 hours before the start of the Election General Assembly. In this email they must also indicate if they will be present on campus during the transition period.
4. Candidates may write an election statement, which will be made public by the UCSA Board to all members at least 48 hours before the start of the Election General Assembly.
5. Candidates may introduce themselves briefly to the General Assembly by means of a short speech. Those who are unable to be present may introduce themselves through any means of communication, such as a video message or an official letter, to be presented or read out during the General Assembly.
6. Candidates shall be available for questions from the General Assembly. Those who are unable to be present shall be available for answering questions through any means of communication, unless deemed practically impossible by the UCSA Board.

Voting at Elections

Article 8

1. All members have the right to cast one anonymous vote for every vacant board position.
2. The candidates for the positions of Chair, Secretary and Treasurer with most votes are elected in their respective positions in the UCSA Board, provided that not more than fifty percent of the voting members abstained for that particular position.
3. The candidates for the position of Committee Affairs Officer with most votes shall be elected. No regulation with regards to abstentions shall have influence on the outcome for this position when the amount of candidates running exceeds the amount of positions of CAO on the UCSA board.
 - a. If the amount of candidates for the position of Committee Affairs Officer is the same or less than the amount of positions for CAO available, each CAO position will be regarded as a separate position.
 - b. In case of 8.3.a. The candidates with most votes are elected in their respective position in the UCSA Board, provided that not more than fifty percent of the voting members abstained for that particular candidate.
4. In case of a tie in the amount of votes between two or more candidates for the same position, which affects the outcome of the elections, a new Election General Assembly shall be organized for these candidates only. The following rules shall apply:

- a. the new Election General Assembly shall be held within 5 days, not including the day of the original Election General Assembly, nor the day of the new Election General Assembly;
 - b. the UCSA Board shall inform all members about the new Election General Assembly at least 48 hours before its start;
- 5. Members who cannot attend the Election General Assembly may authorize another member to vote in their stead, to which the following rules apply:
 - a. a statement of authorization must be communicated in written form to the UCSA Board as outlined by the UCSA Board before the opening of the Election General Assembly;
 - b. the member being authorized must be aware of this authorization;
 - c. any member may be authorized to vote on behalf of no more than two other members;
- 6. Before receiving their ballots, the voters' membership will be checked by the Independent Body.
 - a. In order to prove the identity of the member, the member is required to show valid identification.

Transition Period

Article 9

1. The transition period shall be the period between the Election General Assembly and the General Assembly in which the yearly financial overview as referred to in Article 25.1 of the Statutes is approved. During this period, the outgoing UCSA Board must ensure maximal continuity in all administrative and managerial processes, and must provide the incoming UCSA Board with knowledge and training to that end.
2. The general duties of the outgoing and incoming members of the UCSA Board during the transition period are as follows:
 - a. the outgoing members shall make themselves available for questions at all times during the transition period;
 - b. the outgoing members are required to meet with the newly elected UCSA Board as often as either party deems necessary;
 - c. each incoming member shall be present at least at one of the meetings of the outgoing UCSA Board, if by any means practically possible;
 - d. should an incoming member feel that they are not being trained properly, they may contact the Advisory Council for any information or training needed relating to the duties and responsibilities of this person;
 - e. the incoming UCSA Board will begin to meet regularly as soon as possible after the elections.
3. The outgoing UCSA Board will be required to plan and implement an effective transition. The process of transition will include at least the following elements:
 - a. the outgoing UCSA Board will formulate a comprehensive and coherent plan of training and transition for the incoming UCSA Board;
 - b. the outgoing Chair will communicate this plan to the Advisory Council at least two weeks prior to the elections. The Advisory Council will give an opinion on it in accordance with Article 18.5.c of this Policy Manual;
 - c. the incoming UCSA Chair will report to the Advisory Council regularly on the progress of transition throughout the period;
 - d. the Advisory Council shall present an opinion on the transition process at the first General Assembly of the new academic year.

4. Both the outgoing Board and the incoming Board are expected to be on campus during summer term. Exceptions can be made, but only in collaboration with the outgoing Board, and if applicable the incoming Board.

Vacancies

Article 10

1. Any vacancy arising on the UCSA Board during the Association year shall be dealt with in one of the following ways:
 - a. by redistributing the tasks over the remaining Board members, subject to the provisions of Articles 10.1 and 10.3 of the Statutes;
 - b. by appointing one of the remaining Board members to the vacant position and appointing a new member to the UCSA Board, as specified in Article 11 of the Statutes;
 - c. by filling the position by appointing a new member to the vacant position.
2. Instead of following the procedure for UCSA Board elections as described in Articles 7 and 8 of this Policy Manual, the UCSA Board may propose a new member for the UCSA Board to the General Assembly.
3. Any change in the composition of the UCSA Board is subject to the approval of the General Assembly, in accordance with Articles 10 and 11 of the Statutes.

Meetings and Resolutions

Article 11

1. The UCSA Board shall meet at least once a week during the semesters of University College Utrecht.
2. In addition, meetings shall be held as often as the Chair considers such to be desirable or if two of the other UCSA Board members submit a written request for a meeting to the Chair, providing a precise description of the issues to be addressed at that meeting. If the Chair fails to act on such request in the sense that no such meeting can be held within fourteen days of the request being made, the applicants may convene a meeting themselves whilst duly observing the requisite formalities.
3. Resolutions may be passed on all issues raised at a UCSA Board meeting if a majority of the UCSA Board members is present, including those who are represented by a fellow UCSA Board member in accordance with Article 12.2 of this Policy Manual.
4. UCSA Board meetings shall be led by the Chair of the UCSA Board. In the absence of the Chair the vice-Chair shall lead the meeting.
5. The Secretary or another of the persons present at the meeting and appointed for that purpose by the Chair, shall take minutes on the proceedings of the UCSA Board meetings. The minutes must be approved by all UCSA Board members that were present at the respective meeting, and shall be signed by those persons who acted as Chair and Secretary.
6. Minutes made by the UCSA Board during meetings are confidential. Only in the case of investigations by the Independent Body or if required by law will these be made available to the appropriate organs.
7. Abstracts of minutes of UCSA Board meetings shall be available upon the request of any member.

Voting at Meetings

Article 12

1. Each UCSA Board member shall be entitled to cast one vote. In so far as this Policy Manual does not prescribe a greater majority, all resolutions of the UCSA Board shall be passed by a simple majority of the votes validly cast.

2. A UCSA Board member may have another UCSA Board member represent them at a meeting by written proxy. A UCSA Board member may act as proxy for just one other UCSA Board member.
3. The UCSA Board may pass valid resolutions outside a meeting provided that all the UCSA Board members have been afforded an opportunity to express their views in writing. An exception to this provision can be made only in the event that a certain decision needs to be taken instantly and one or multiple Board members turn out to be unreachable. Any decisions taken outside a meeting shall be mentioned in the next UCSA Board meeting and will thus be described in the minutes of that meeting. Written opinions by all Board members may be enclosed.
4. All votes at meetings shall be taken orally, unless the Chair considers a written vote to be desirable or if any of the voting members request a written vote prior to the vote being taken. Written votes shall be cast using unsigned and unmarked ballot papers.
5. Abstentions shall be counted but do not influence simple or qualified majority counts.
6. All voting-related issues for which the Statutes or Policy Manual make no provision shall be decided on by the Chair of the UCSA Board.

COMMITTEES AND TEAMS

Establishing Committees

Article 13

1. Members can present proposals for new Committees to the UCSA Board. A proposed Committee must be in accordance with Articles 15 and 16 of the Statutes.
2. A Committee proposal shall at least contain the following points:
 - a. a clear outline of the purpose and profile of the Committee;
 - b. a number of proposed activities and the way those can be organized;
 - c. a preliminary agenda for at least one semester;
 - d. a detailed budget proposal;
 - e. an estimate of the number of members that show interest in the proposed activities;
 - f. the number and nature of board positions;
 - g. any other arrangements necessary for the establishment or well-functioning of the Committee.
3. After receiving a Committee proposal, the UCSA Board shall decide whether or not to establish the Committee. If it decides to establish the Committee, it will appoint a Committee Board. If it decides not to, it will give proper justification for its decision.
4. The UCSA Board can advise or collaborate with those who propose a Committee to adjust their proposal.

Structure of Committee Boards

Article 14

1. The structure of a Committee Board must be in accordance with Article 16 of the Statutes.
2. A Committee Board can alter the number and/or nature of board positions with approval of the UCSA Board.
3. Each Committee Board is responsible for finding and appointing its members. The UCSA Board shall be informed of any changes to the composition of a Committee Board.
4. Board positions must be open to all UCSA members, with the exception of the Bar Committee Board which selects its board members from the Chief group.

5. Committee Board members shall be appointed for at least one semester, with the possibility for renewal. Exceptions can only be made with approval of the UCSA Board.
6. The UCSA Board is allowed to veto decisions as referred to in 14.4 of this Policy Manual if it has strong grounds to do so, providing written justification.
7. Members of the UCSA Board cannot hold a position in a Committee Board, except for those cases for which this Policy Manual defines otherwise.
8. The Chair of a Committee Board is in charge of ensuring a smooth functioning of the Committee Board. The Treasurer is responsible for handling all financial matters of the Committee.
9. The UCU Management reserves the right to prohibit members who are on social or academic probation to serve on a committee board.

Duties of Committee Boards

Article 15

1. Each Committee Board is required to fulfill those tasks that are necessary to ensure a smooth functioning of its Committee. This includes but is not limited to promoting the Committee, organizing Committee events and staying in contact with the UCSA Board.
2. Each individual Committee Board member is required to fulfill their tasks carefully and responsibly. This includes but is not limited to being available when necessary, attending board meetings and Committee events and supporting fellow board members, all to the extent that can be reasonably expected from them.
3. The Chair and Treasurer of each Committee Board shall sign a Committee contract at the beginning of each Association year, in which the Committee Board and the UCSA Board agree on policies to be adhered to in the respective Association year.
4. Each Committee Board shall ensure that the internal and external image of its Committee reflects its affiliation with the Association.
5. The Chair of each Committee Board shall be present at every General Assembly. In case this is impossible, the Chair appoints a fellow board member to attend the General Assembly in his/her place.
6. The Treasurer of each Committee Board shall be present at every Budget General Assembly. In case this is impossible, the Treasurer may appoint a fellow board member to attend the General Assembly in their place.
7. Each Committee Board is obliged to maintain a Committee Board Book, to be handed over in full to the next board, and to be shared with the UCSA Board.
8. Failure to comply with these regulations may result in penalties or sanctions, upon the UCSA Board's discretion. In case of repeated failure to fulfill duties, repeated violation of agreements or abuse of power, either by individual Committee Board members or by a full Committee Board, and efforts by the UCSA Board to improve the situation do not yield satisfactory results, the UCSA Board may decide to replace members of the Committee Board, in accordance with Article 16.2 of the Statutes.

Functioning of Committees

Article 16

1. The UCSA Board shall assign each Committee a UCSA Board member that provides the primary link between the UCSA Board and the Committee.
2. In case there are any problems regarding the functioning of a Committee Board member, the following procedure shall be followed:
 - a. if the problems do not concern the Committee Board's Chair, the Chair will discuss the problems and possible solutions with the board member in

question. If the problems do concern the Committee Board's Chair, the procedure as described in Article 16.2.b of this Policy Manual will be followed immediately;

- b. in case this conversation does not yield any satisfactory results, the Committee Affairs Officer of the respective Committee will invite the Committee Board member in question for a conversation on how to improve the situation;
 - c. if satisfactory results are still not reached, the UCSA Board may replace or remove a board member, in accordance with Article 16.2 of the Statutes. A written justification for this must be provided to the Committee Board member involved. The UCSA Board may decide to discreetly consult any other relevant persons before making a decision.
3. In case a complaint procedure as referred to in Articles 26, 27 or 28 of the Statutes concerns a member of a Committee Board, the UCSA Board may decide to temporarily suspend the Committee Board membership of that particular member. As soon as the complaint procedure has ended, the UCSA Board will take a final decision regarding the Committee Board membership of the member in question.
 4. In case a complaint procedure as referred to in Article 26 of the Statutes concerns a Committee Board, the UCSA Board may decide to temporarily suspend the activity of the Committee Board. As soon as the complaint procedure has ended, the UCSA Board will take a final decision regarding the Committee Board in question.

Teams

Article 17

1. A Team shall exist for the period that is required for organizing the activity it is responsible for, after which it will be dissolved.
2. Teams are expected to document their proceedings. The UCSA Board shall make sure that this documentation is archived and available for future Teams.
3. Articles 13, 16.1, 16.2.a, 16.2.c, 16.3 and 16.4 of this Policy Manual also apply, mutatis mutandis, for Teams.

ADVISORY COUNCIL

Role and Activities

Article 18

1. The Advisory Council, as defined by Article 18 of the Statutes, shall provide both solicited and unsolicited guidance and advice to the UCSA Board. Members of the Advisory Council may also do so individually.
2. No advice of the Advisory Council shall be binding upon the UCSA Board.
3. The Advisory Council shall not render advice to other organs than the UCSA Board unless agreed upon otherwise with the UCSA Board, except for the provision outlined in Article 9.3.d of this Policy Manual.
4. The Advisory Council may only render advice after having discussed the matter in a meeting, or after having discussed the matter through other means of communication, such as email. All individual members of the Advisory Council shall have the opportunity to express their opinion within a realistic timeframe, to be set by the Advisory Council Chair. After this period, the advice will be passed on to the UCSA Board, including the names of those members who contributed to the advice. In case of diverging opinions, all personal views on this matter will be forwarded to the UCSA Board.
5. Furthermore, the Advisory Council will have a role during the transition period:

- a. a delegation of the Advisory Council shall be present at a meeting with both the incoming and outgoing UCSA Board as part of the transition period;
 - b. the Advisory Council shall provide the General Assembly with an assessment report of the transition period, to be presented at the first General Assembly of the Association year;
 - c. the Advisory Council will provide feedback on the UCSA Board's transition plan within two weeks.
6. The Advisory Council shall have more elaborate rules concerning the execution of its tasks. These rules are outlined in a Policy Agreement as described in Article 45 of this Policy Manual.

INDEPENDENT BODY

Confidentiality

Article 19

1. Members and former members of the Independent Body shall treat confidentially all information they obtain in the capacity of their membership of the Independent Body.
2. The Independent Body can decide to share information confidentially with particular parties or decide that information is not confidential.

Appeals

Article 20

1. Appeals can be lodged explicitly in writing with argumentation with the Independent Body within 7 days of:
 - a. complaints dismissed by the UCSA Board as envisioned in Article 26.3 of the Statutes;
 - b. termination of mediation;
 - c. the imposition of a sanction, excluding expulsion, in accordance with Article 29.2 of the Statutes.
2. In case of expulsion, the member in question may lodge an appeal against the decision to expel them. Such an appeal shall be lodged explicitly in writing with the Independent Body within one month of the decision, in accordance with Article 29.2 of the Statutes.
3. Upon receiving an appeal, the Independent Body shall:
 - a. confirm having received the appeal to all parties involved;
 - b. if deemed necessary, set a date for a hearing, which will occur within two weeks of having received the appeal;
 - c. if deemed necessary, request a written statement from any parties involved and;
 - d. reach a decision within three weeks of having received the appeal, unless in the case of exceptional circumstances.
4. A sanction imposed upon a UCSA member shall be suspended once the Independent Body confirms the member's appeal. Exceptions as collaboratively decided upon by the UCSA Board and the Independent Body are possible in the case that both of these bodies deem that the member's actions may cause immediate threat to and harm of the safety of UCSA members and/or UCU as a whole. The determination of what constitutes an immediate threat shall be left to the discretion of the UCSA Board and the Independent Body to decide.
5. At the discretion of the Independent Body, the length of a suspension imposed by the Independent Body will not be affected by previous time served as part of the initial sanction.

Mediation

Article 21

1. In case of a conflict between the UCSA Board and members, guest members, Committee Boards or Teams, before or after having followed the procedures as outlined in Article 26, 27 or 28 of the Statutes, but before going through the procedures as outlined in Article 29 and 30 of the Statutes, any of the parties involved may explicitly ask the Independent Body to mediate.
2. The Independent Body shall only act as a mediator upon the agreement of all parties involved.
3. As soon as the Independent Body starts acting as a mediator, all procedures as outlined in Articles 26, 27 and 28 of the Statutes shall be put on hold.
4. In case a complaint procedure as referred to in Article 26 of the Statutes concerns the UCSA Board, the UCSA Board will forward this complaint to the Independent Body, who will decide how to proceed.

Procedures of Mediation

Article 22

1. As mediator, the Independent Body shall:
 - a. get a view of the situation that is as objective as possible, by individually hearing all the parties involved;
 - b. invite all parties involved for meetings to resolve the problem, during which the Independent Body shall act both as mediator and as Chair.
2. The Independent Body shall inform all parties involved as soon as it feels that no compromise can be reached.
3. The Independent Body shall inform any party as soon as it feels that this party is not acting in the interest of settling the issue at stake.
4. The Independent Body may at all times decide to discontinue mediation, informing all parties involved of their rights with regard to the right of appeal as outlined in the Statutes and this Policy Manual.
5. The results of mediation are not binding unless all parties involved state their intention to follow the outcome reached.

FINANCES

Allocation of the UCSA Budget

Article 23

1. The UCSA Board shall bear in mind both the long-term and the short-term interests of the Association in the proposed allocation of the budget that is presented to the General Assembly.
2. In no case shall UCSA members receive financial compensation from the UCSA for their services to the UCSA. This applies amongst others to Committee Board membership, participation in UCSA activities and teaching one's skills in the light of Committee activities.
3. The Treasurer of the UCSA Board has to notify all members before an expenditure of over 2.500 euros that is not included in the approved budget can be made. If more than 5% of the members object to making this expenditure within 72 hours, the issue shall be brought to a vote at a General Assembly.
4. Exceptions to this rule can only be made for expenses by the Bar Committee, in the following cases and after approval of the UCSA Board:
 - a. to the beverage supplier;

- b. to repair or replace equipment in the UCSA College Bar listed in the Emergency Bar Repair List.
- 5. In accordance with Article 12.1 of the Statutes, the following applies for expenditures made before the annual budget is approved by a General Assembly:
 - a. no more than 10% of the budget, UCSA College Bar and UCU/UCSA Introduction Week excluded, may be spent before the budget has been approved;
 - b. the expenditures on the UCU/UCSA Introduction Weeks may not exceed 10 Euros per newly arriving student in addition to the subsidies received from the UCU management for the Introduction Weeks.

Committee Financial Procedures

Article 24

1. At the beginning of each semester, a delegation of each Committee Board, at least including the Chair and the Treasurer, shall meet with its respective Committee Affairs Officer and the UCSA Treasurer to discuss its budget proposal and sign the Committee contract.
2. A Committee is not allowed to exceed its allocated budget, unless with specific and explicit prior approval of the UCSA Board, provided that the total UCSA budget will not be exceeded.
3. The Committee Board's Treasurer is responsible for informing all Committee Board members of the applicable financial procedures, as well as for ensuring that these are followed.
4. Committee Board members are not allowed to sign any contracts with external parties. In case contracts signed by the UCSA Board are relevant for Committees, the Committee Boards concerned will receive a copy.
5. All invoices and contracts shall be sent to Maupertuusplein 1 – 400, 3584 EE Utrecht or to the UCSA Board's email address.
6. Requests for reimbursements shall be handed in a maximum of 31 days after the expense was made. Reimbursements can only be made after receipts specifying the expense in question have been provided. No reimbursements can be made if the applicable procedures were not followed, unless in exceptional cases in which the UCSA Board has grounds to decide otherwise.
7. The UCSA cannot be held responsible for any expenses resulting from a failure to comply with these procedures.
8. Committees are allowed to find external external sponsors, upon approval by the UCSA Board.

Effective Practices

Article 25

1. All financial transactions on the UCSA bank account shall be labeled as clearly and specifically as possible, particularly with regard to the category under which they are accounted for in the UCSA budget.
2. A receipt shall be archived for every expense made with UCSA money.
3. Incoming amounts shall be specified properly.
4. The UCSA Board Treasurer shall manage and list all financial contacts of the Association.
5. An incoming UCSA Board Treasurer will inform all relevant financial contacts about the incoming UCSA Board's relevant details at the beginning of each Association year.

6. Physical cash shall not be accepted nor used for expenses by the Association. Exceptions can be made upon the discretion of the UCSA Board.
7. The UCSA Office shall have two safes: a general safe, and a deposit safe.
8. There may be no UCSA money outside the safes, unless the UCSA Board deems it safe.
9. If the money in the general safe exceeds 100 euros, at least the exceeding amount must be deposited in the deposit safe within 24 hours.
10. If the money in the deposit safe exceeds 1000 euros, at least the exceeding amount must be deposited at the bank within two working days.
11. Only the entire UCSA Board and the incoming UCSA Board are allowed to know the code of the deposit safe and the code of the general safe.
12. After registration at the Chamber of Commerce of the incoming UCSA Board, the code of the deposit safe and the code of the general safe have to be changed by the UCSA Board Treasurer, alongside the UCSA Board Chair or UCSA Board Vice-Treasurer.
13. All outgoing UCSA Board members have to pay their outstanding payments to the Association before the presentation of the final financial overview to the General Assembly.

Financial Audit

Article 26

1. The Auditing Team shall:
 - a. perform audits on the UCSA finances in accordance with the Statutes and Dutch law;
 - b. perform audits on the finances of the Academic Student Council (ASC) in accordance with Article 39.4 of this Policy Manual and ASC's Policy Manual;
 - c. provide the respective parties with advice regarding their finances outside of the regular auditing process, if requested to do so by the respective parties.
2. The Auditing Team shall be appointed by the General Assembly for a yearly period. This appointment will take place at the first General Assembly of the Association year, unless otherwise decided by the UCSA Board. Any proposed changes in its constitution throughout the year are subject to approval of the General Assembly.
3. Membership of the Auditing Team shall be open to Members and Alumni as specified in Article 5.1.a and 5.1.c of the Statutes respectively.
4. The Auditing Team shall elect a Chair from its midst.
5. The Independent Body shall appoint a representative of the Independent Body to take place in the Auditing Team.
6. The Auditing Team shall have more elaborate guidelines concerning its tasks, rights and duties. These are outlined in a Policy Agreement as described in Article 45 of this Policy Manual.

MISCONDUCT

Material Damage

Article 27

1. Members shall be held responsible for any material damage caused by their own culpable behavior.
2. Up to its own discretion, the UCSA Board may decide that the Association covers material damage.

Sanctions

Article 28

1. As a result of complaints filed against an individual as described in Article 27 of the Statutes, or in reaction to violations of this Policy Manual, the Statutes, UCU regulations, including the UCU Social Honour Code, or Dutch law, the UCSA Board is entitled to issue the following sanctions:
 - a. official warning: a formal indication that repetition of misconduct will lead to a more severe sanction;
 - b. compensation: the obligation to compensate for material loss or damage resulting from culpable behavior;
 - c. suspension: expulsion from some or all UCSA activities and facilities for a fixed and predetermined period of time;
 - d. expulsion: the permanent cancellation of UCSA membership, access to UCSA activities and facilities, and forthcoming membership rights, without refunding the membership fee.
2. The UCSA Board shall take into account the following factors when determining the nature and severity of a sanction:
 - a. fairness and proportionality;
 - b. precedents;
 - c. prior sanctions issued to the offender;
 - d. cooperation and honesty;
 - e. the membership status of the suspect at time of receiving the sanction, as specified in Article 28.9 of this policy manual.
3. When imposing a sanction, the UCSA Board shall follow the following procedure:
 - a. invite to a hearing or request a written statement from at least the following parties:
 - i. the individual(s) that might receive the sanction;
 - ii. the member(s) who reported the incident initially, if applicable;
 - iii. any other witnesses of the incident, if applicable and deemed necessary by the UCSA Board;
 - b. collect all written statements, hearings and any other relevant evidence;
 - c. decide on an appropriate sanction, based on all available information and the factors mentioned in Article 28.2 of this Policy Manual;
 - d. at least 24 hours before the start of a sanction, inform the offender of the sanction with supporting argumentation, of the possibility to appeal to the Independent Body and of the consequences of breaking the sanction, at least in writing;
 - e. make the name of the offender and the sanction known to those persons relevant to the enforcement of the sanction;
 - f. make the name of the offender, the sanction and supporting argumentation for the sanction known to the victim;
 - g. archive all relevant documentation related to the imposition of the sanction, such as evidence, transcriptions or recordings of hearings, minutes of UCSA Board meetings, argumentation for the sanction and any other relevant documents;
 - h. add a short summary of the incident and the imposed sanction to the "UCSA Sanction Precedence" document, which shall be archived and available to present and future UCSA Board members.
4. The following procedure shall be followed when organizing a hearing:
 - a. the UCSA Board shall strive to reach the invitees, and reminders shall be sent out via multiple written means of communication;

- b. in case of a hearing, at least two UCSA Board members will hear the invitee, except if the incident in question took place in the UCSA College Bar and/or was reported in a Chief report, in which case at least one UCSA Board member and one Bar Committee Board member will hear the invitee;
 - c. the hearing will take place a maximum of 14 days after an invitation has been sent;
 - d. should the invitee decline for any reason to attend a hearing, they may provide a written statement, detailing their account of the events in question instead;
 - e. should the invitee provide no response within seven days after an invitation to the hearing has been sent or fail to attend a hearing or send a written statement within 14 days of the initial request, the account of the invitee does not have to be considered in the evaluation of the events.
5. The UCSA Board may choose to disregard precedents in relation to Article 28.2.b, for cases where the documentation required by Articles 28.3.g and 28.3.h of this Policy Manual is not available to the UCSA Board.
 6. The culpability of the suspect shall be judged on the balance of probabilities.
 7. Sanctions shall be imposed no later than one month after the offense, unless this is considered strictly impossible by the UCSA Board.
 8. Members are responsible for preventing their guests from committing any offenses. To this end, they shall inform their guests of relevant regulations and watch over their behavior. In case of an offense committed by a guest, the responsible member shall also be sanctioned if they have not made effort to prevent this in such a way that can reasonably be expected.
 9. For similar offenses, alumni shall be sanctioned more severely than members and guest members, and all others shall be sanctioned more severely than alumni.
 10. Sanctions related to misconduct in the context of the UCSA College Bar shall be imposed in accordance with Article 38 of this Policy Manual.
 11. The decision of the UCSA Board can be appealed to the Independent Body as described in Article 20 of this Policy Manual.
 12. The UCSA Board shall inform the UCU management concerning any incident involving severe physical violence or any incident resulting in expulsion of a member. In all other matters regarding conflicts and sanctions, it is up to the discretion of the UCSA Board to discuss those with the UCU management.
 13. All matters regarding sanctions will be processed with the maximum amount of discretion. Only when practical needs or inquiries by the General Assembly justify it, will sanctions and their motivations be made public.
 14. If a sanction is violated, procedure will be followed in accordance with Article 28.1 – 28.13, resulting in a further sanction at least as severe as the original sanction.

UCSA COLLEGE BAR

Definitions

Article 29

1. The 'UCSA College Bar' is located in the Dining Hall Building in the area in between the outer most red doors downstairs, the door to the adjacent corridor in between the two toilets, the Committee room door and the two fire doors upstairs, in accordance to the agreement with the UU.
2. The 'Bar Proper' is the area in between the double-doors, the bar door, the Committee room door and the two fire doors upstairs.
3. The 'area behind the bar' is the area with the heightened grey floor inside the Bar Proper.

4. The Bar Advisory Board consists of at least three ex-Bar Committee Board members.
5. Bartenders are those responsible for providing the customers with the beverages and snacks the UCSA College Bar has to offer. In order to be a bartender one has to:
 - a. be a member or guest member;
 - b. be over the age of 18;
 - c. have attended a bartender's weekend, which is a weekend during which one is introduced into the workings of the UCSA College Bar, or have attended a bartender's workshop, a short training session during which a new bartender is informed of the workings behind the bar;
 - d. have an IVA-license.
6. A Chief is a thoroughly trained bartender who is responsible for the daily operation of the UCSA College Bar. In order to be a Chief one has to:
 - a. fulfill all the requirements of being a bartender;
 - i. in the case there is a shortage of chiefs due to circumstances beyond control, it can be decided on the discretion of the BarCo Board in accordance with the UCSA Board, that the requirement of Article 29.5.a of this Policy Manual will be disregarded and alumni chiefs may be invited to return to the UCSA bar to take up a bar shift, in which case they will need to sign a contract before every shift verifying the fulfillment of requirement of Article 29.6.d;
 - b. be voted in by the Chief group;
 - c. have successfully passed an evaluation shift under the supervision of a Bar Committee Board member;
 - d. have a thorough understanding of all the responsibilities of being a Chief as outlined in the Chief guidelines;
 - e. have signed a Chief contract verifying the fulfillment of requirements of Articles 29.6.a-d.
7. The 'Chief Guidelines' are a Policy Agreement, which includes all the duties and responsibilities of a Chief as set by the Bar Committee Board in cooperation with the UCSA Board.
8. The 'Bar personnel' includes all the Chiefs and bartenders on duty.
9. A 'customer' is to be defined as any person within the UCSA College Bar, excluding the Bar personnel.
10. Alcoholic beverages are beverages containing more than 0.5% of alcohol.
11. Weak alcoholic beverages are alcoholic beverages containing less than 15% of alcohol.
12. Hard liquor refers to all alcoholic beverages containing more than 15% of alcohol.
13. Tabs are a means of postponed payment used in the UCSA College Bar.
14. Guests are all non-UCSA (guest) members that enter the UCSA College Bar.

Goals and Structure

Article 30

1. The UCSA College Bar exists for the purpose of enriching the social lives and serving the social interests of UCSA members.
2. The UCSA College Bar shall be managed by the Bar Committee Board. The Bar Committee Board shall have managerial responsibility over the UCSA College Bar including, but not limited to, its finances, administration, maintenance, inventory, security, reservations and scheduling.
3. In its tasks, the Bar Committee Board shall be assisted by Chiefs and bartenders.

4. The Bar Committee Board shall always strive for making the UCSA College Bar an all-inclusive environment that is welcoming to the greatest possible majority of UCSA members.
5. In accordance with Article 16.2 of the Statutes, the UCSA Board holds the final say and responsibility in matters regarding the UCSA College Bar.

Management

Article 31

1. Bartenders work under the supervision of a Chief on duty.
2. In order to ensure that there is a qualified person in the bar during opening hours, the Bar Proper can only be opened by a Chief or Bar Committee Board member.
3. In order to ensure that there is a person around qualified to handle emergency or extraordinary situations, the Bar Proper can only be opened if there is a Bar Committee Board member present on campus.
4. The Bar Committee Board is responsible for ensuring that all Chiefs are aware of all their responsibilities as outlined in the Chief Guidelines.
5. During opening hours, Bar personnel may go behind the bar at any given time during their shift. Any other person is required to get permission from a Chief on duty to go behind the bar. Although Article 10.6 of the Statutes applies, it is expected from UCSA Board members to ask for permission from a Chief on duty to go behind the bar.
6. Outside opening hours, although Article 10.6 of the Statutes applies, it is expected from UCSA Board members to ask for permission from the Bar Committee Board to enter the Bar Proper if circumstances specifically require them to.
7. The UCSA College Bar House Rules, which shall be a Policy Agreement, shall be displayed in the UCSA College Bar at a clearly visible location.

Financial Procedures

Article 32

1. The UCSA Board can decide to give specific power of attorney for signing tab contracts or other small-scale contracts the Bar Committee Treasurer, in accordance with Article 13.3 of the Statutes.
2. The Treasurer of the UCSA Board can request a comprehensive overview of the UCSA College Bar's finances at any time, as well as the complete financial administration of the UCSA College Bar, which will be provided by the Bar Committee Treasurer within one month.
 - a. When deemed strictly impossible by the UCSA Board, the financial administration can be provided later, accompanied by elaborate justification for the delay.
3. The UCSA Board and the Bar Committee Board will together decide on the proposed allocation of the UCSA College Bar's revenues, in accordance with Article 12.2 of the Statutes.
4. The UCSA Bar Committee Treasurer and the UCSA Board Treasurer are together required to submit tax statements and pay taxes for the UCSA College Bar as required by Dutch law.
5. The Bar Committee Treasurer will send out invoices on a monthly basis and reminders on a biweekly basis.
6. As soon as the amount of cash money in the office of the Bar Committee Board exceeds 3000 Euros, the Bar Committee Treasurer shall deposit at least the exceeding amount at the bank within two working days.

7. Article 32.6 does not apply to the Fall and Spring Introweeks, where the exceeding money will have to be deposited at the bank within two working days after the end of Introweek.
8. The UCSA Board Treasurer and Bar Committee Treasurer shall deposit money in the presence of each other, or, less preferably, in the presence of another UCSA Board member or Bar Committee Board member.

Tabs

Article 33

1. Tabs can only be obtained by signing a contract with the Bar Committee Treasurer, the UCSA Treasurer or any other member of the Bar Committee Board, up to the discretion of the UCSA Board.
2. Only UCSA Board members, UCSA Bar Committee Board members, former UCSA Board members, former Bar Committee Board members, ASC members and former ASC members, CAR members and former CAR members, and those with specific permission from the Bar Committee Treasurer or the UCSA Board Treasurer are allowed to have tabs during their studies at University College Utrecht.
3. Upon decision of the UCSA Board and the Bar Committee Board, individual members, Committees, Teams and the UCSA Board can be offered discount as part of the tab they hold. Under no circumstances shall products be sold at a price lower than the cost price.
4. The UCSA Bar Committee Treasurer and UCSA Board Treasurer maintain the right to close a tab at any time given appropriate reasons.
5. At the discretion of the UCSA Board Treasurer, Committees and Teams are allowed to have a tab for an event, according to the procedure outlined in Article 33.1 of this Policy Manual.
6. At the discretion of the Bar Committee Treasurer or the UCSA Board Treasurer, legal entities with a registration at the Chamber of Commerce are allowed to have a tab for an event, according to the procedure outlined in Article 33.1 of this Policy Manual.
7. Upon request, the Bar Committee Treasurer shall inform any tab holder on the balance of his/her tab and will grant him/her the opportunity to review the various entries on the tab.
8. The tab holder is required to pay their tab no longer than fourteen days later than the date of the invoice. In case this does not happen, the following rules shall apply:
 - a. if payment is not within fourteen days after the date of the invoice, the tab holder will be reminded of their outstanding tab for the first time by the Bar Committee Treasurer;
 - b. if payment is not in within fourteen days after the date of the first reminder, the tab will be frozen and the tab holder will be reminded of their outstanding tab for the second time by the Bar Committee Treasurer;
 - c. if payment is not in within thirty-one days after the date of the temporary freezing of the tab, the tab will be frozen permanently and the tab-holder loses their right to have a tab. Moreover, the tab holder will be reminded of their outstanding tab for the third time by the Bar Committee Treasurer;
 - d. if the tab holder, for whatever reason, does not pay the tab within thirty-one days after the date of the permanent freezing of the tab, the Bar Committee Treasurer will notify the UCSA Board and the tab holder will be suspended from all UCSA facilities including a ban from the UCSA Bar until payment of all their tabs in accordance with Article 28.1.c of this Policy Manual;

- e. if the tab holder, for whatever reason, still does not pay the tab despite the suspension, the Bar Committee Treasurer will notify the UCSA Board and appropriate measures will be taken, including measures to retrieve the money.
- 9. The procedure as outlined in Article 33.8.a-33.9.e also applies to alumni and other former members with outstanding tab payments to the Association. Tabs will not be frozen.
- 10. The tab holder can close their tab at any time by requesting the Bar Committee Treasurer to do so, providing there is no outstanding balance on their tab.
- 11. Only tab holders themselves are allowed to order on their tab.
- 12. In case of complaints about supposedly erroneous additions to a customer's tab, the burden of proof lies with the tab holder, not the Bar Committee Board.
- 13. Further provisions regarding tabs shall be outlined in a Policy Agreement.

Alcohol and Other Stimulants

Article 34

- 1. The Bar Committee is allowed to sell alcoholic beverages in the Bar Proper only, except for those cases for which the UCSA Board makes an exception.
- 2. Bringing consumable items purchased elsewhere into the UCSA College Bar is strictly forbidden, except for those cases for which the UCSA Board or the Bar Committee Board makes an exception.
- 3. All UCSA members that meet the following criteria are required to inform a Chief on duty when they are:
 - a. under the age of 18 and are entering the UCSA College bar, or;
 - b. signing in somebody under the age of 18.
- 4. In accordance with Dutch law, no alcoholic beverages will be sold to customers under the age of 18. The Bar personnel always has the right to request ID from customers to verify their age.
- 5. The Bar personnel retains the right to deny the selling of alcoholic beverages to any customer at any time.
- 6. The Bar personnel is required to deny the serving of alcohol to any customer that is recognizably inebriated.
- 7. The Chief on duty is responsible for ensuring that customers who are visibly excessively intoxicated leave the UCSA College Bar safely.
- 8. Alcohol will only be served during the opening hours mentioned in Article 35 of this Policy Manual.
- 9. The UCSA Bar Committee Board ensures the presence of a wide variety of non-alcoholic beverages at all times, of which a significant part shall not be more expensive than beverages containing alcohol.
- 10. Bar personnel is not allowed to drink hard liquor during their shift, nor to get intoxicated.
- 11. Smoking is prohibited in the UCSA College Bar.
- 12. The possession and/or use of substances illegal under Dutch law is strictly forbidden within the UCSA College Bar.

Opening Hours

Article 35

- 1. The UCSA College Bar will be open seven days a week during the Fall and Spring semesters, but it is not obliged to do so during national holidays, special events and exceptional situations.

2. The Bar Committee Board shall decide on one or two fixed nights a week to be 'party nights', for which the UCSA College bar will be open from 23:00 till 04:00 the next day. Furthermore, it can appoint special 'party nights' throughout the semester.
3. All other nights shall be 'normal nights', for which the UCSA College Bar will be open from 22:00 till 02:00 the next day.
4. At the discretion of the Chief on duty the UCSA College Bar can be closed earlier or later than the times specified in Articles 35.2 and 35.3 of this Policy Manual.
5. The UCSA College Bar may be opened outside of hours mentioned in Articles 35.2 and 35.3 of this Policy Manual for the following reasons:
 - a. an afternoon shift, which aims to promote the familiarity between students and UCU faculty and staff;
 - b. a Committee, Team or UCSA Board event;
 - c. an external party renting of the UCSA College Bar as mentioned under Article 39 of this Policy Manual;
 - d. at Chief discretion, in accordance with Article 35.6.a.
6. Outside the Fall and Spring semesters, the UCSA College Bar can be opened at the discretion of a Chief provided that there is a Bar Committee Board member on campus and upholding the following conditions:
 - a. it must be advertised to members on campus;

Renting and Reserving

Article 36

1. Committees, Teams and the UCSA Board can reserve the UCSA College Bar free of charge, taking into account that the reservation has to be communicated to the Bar Committee Board no later than three weeks prior to the event.
2. If a reservation has been made too late, but the Bar Committee Board could still reasonably fulfill the request, it shall strive to do so.
3. The Bar Committee Board shall strive to accommodate the requests of Committees, Teams and the UCSA Board as much as possible with regards to events, but shall consider the following criteria when deciding on the hosting of events:
 - a. the event must be open to all members, unless allowed otherwise by the UCSA Board;
 - b. the event must not pose a foreseeable danger to any of the UCSA College Bar property or interests.
4. External parties can rent the UCSA College Bar at a time and for a price set by the UCSA Board and the Bar Committee Board together.
5. The UCSA Board and Bar Committee Board can refuse external parties for any reason.
6. Reservations are accepted on a first come, first serve basis. In case requested reservations clash, requests from Committees, Teams or the UCSA Board have priority over requests from external parties.
7. Reservations can only be made if the reservation form is completed, signed and sent to the Bar Committee Board by the party in question, in accordance with Article 36.1.

Guests and Alumni

Article 37

1. A member is entitled to introduce a maximum of three guests to the UCSA College Bar at any point without prior notification only if he/she:

- a. writes down the names of all the guests in the sign-up book accompanied with their name;
 - b. signs for sharing responsibility for the actions of the guests they introduced.
2. Article 28.8 of this Policy Manual describes the responsibility of members for their guests.
3. During opening hours the sign-up book will always be available with a Chief on duty.
4. Guests are responsible for signing themselves in upon entry to the UCSA College Bar, in accordance with article 37.1.
5. Any visitor who is not a member or guest member and has not been signed in as a guest or alumnus/alumna shall be expelled from the UCSA College Bar.
6. Alumni entering the UCSA College Bar have to write down their name in the sign-up book, yet they do not require a member to sign them in.
7. A request to sign in more than three guests can be put to the Bar Committee Board. This request must:
 - a. be received at least one week in advance, exceptions can be made by the Bar Committee Board;
 - b. include the names of all the guests;
 - c. include the date at which the guests are requested to be allowed in.
8. A decision on the request stated in Article 37.6 of this Policy Manual will be sent a minimum of two days prior to the day on which the guests are requested to be allowed in.
9. Any free drinks, provided for with UCSA budget, are strictly for UCSA members and alumni.

Misconduct

Article 38

1. Misconduct in the UCSA College Bar by customers can lead to sanctions being imposed on them in accordance with Article 28 of this Policy Manual.
2. The following actions can be a reason for a sanction:
 - a. breaking the House Rules;
 - b. breaking or damaging UCSA College Bar property;
 - c. Culpable behavior possibly leading to damage in the UCSA College Bar.
 - d. doing anything deemed unacceptable by a Chief on duty.
3. A Chief on duty and the Bar Committee Board maintain the right to remove any customer who commits any of the violations mentioned in Article 38.2 of this Policy Manual from the UCSA College Bar.
4. When a Chief on duty is of the conviction that a customer or member of Bar personnel deserves a sanction and/or the customer was removed from the UCSA College Bar that Chief must send a report to the Bar Committee e-mail account and the UCSA email account within 24 hours which includes at least:
 - a. the name of the offender;
 - b. a report of the incident;
 - c. a list of potential witnesses.
5. In case the Chief on duty is unable to make the 24 hours deadline, they can send an email to the UCSA Board and Bar Committee Board stating the reasons for the delay. The UCSA Board, in cooperation with the Bar Committee Board, can choose to grant the Chief an extension of which the time is up to the discretion of both Boards.
6. When imposing a sanction concerning an incident first reported in a Chief report, the procedure outlined in article 28.4 of this Policy Manual shall be followed with following additions:

- a. The UCSA Board will decide in collaboration with the Bar Committee board, who will be invited to a hearing or to submit a written statement, if applicable;
- b. the Chief report may be used as a substitute for the written statement of the Chief, with permission of the Chief(s) that filed the report;
- c. the Bar Committee Board will advise the UCSA Board on the appropriate sanction, and will provide a report detailing how they came to make this recommendation, before the UCSA Board makes their final decision;
- d. the UCSA Board will inform the Bar Committee Board of any decision made regarding sanctions before it is sent to the offender.

ACADEMIC STUDENT COUNCIL

Affiliation

Article 39

1. The Academic Student Council (ASC), which represents all UCU students in academic matters, shall be an affiliated body to the UCSA.
2. The UCSA shall work together with ASC to facilitate its operations and vice versa, in order to:
 - a. facilitate ASC's representation of the students;
 - b. increase students' awareness of ASC and its activities;
 - c. work on joint projects and events;
 - d. provide assistance and support representation of the UCSA in the University College Utrecht Council and College Board on relevant issues that are raised;
 - e. promote other aims that are agreed upon by ASC and the UCSA Board.
3. Cooperation and affiliation with ASC is essential for the fulfillment of Articles 3.1 and 3.2.a of the Statutes and the UCSA Board shall therefore act to uphold and operate these relations effectively.
4. ASC's financial records shall be audited by the Auditing Team at the beginning of each UCU semester, in accordance with Article 26 of this Policy Manual, on the condition that ASC shall report the Auditing Team's findings to the UCU student body and the UCU management.
5. ASC may report its operations to the General Assembly twice a year in order to allow for students to make enquiries into its functioning and voice opinions. These shall be of an advisory nature.
6. ASC may propose to have votes at the General Assembly, which will be binding upon themselves at their own discretion in accordance with the procedures described in Articles 7, 8 and 9 of the Statutes.
7. The Chair of the UCSA Board and the Chair of ASC shall meet regularly every two weeks, with the agenda set in mutual agreement.
8. Members of the two bodies shall meet at their mutual discretion, whenever cooperation promotes the aims described in Article 39.2 of this Policy Manual.
9. The cooperation between the UCSA and ASC shall be conditioned on ASC's functioning in accordance with its Policy Manual, at the discretion of the UCSA Board.

CAMPUS AFFAIRS REPRESENTATIVES

Affiliation

Article 40

1. The Campus Affairs Representatives (CAR), which represents all UCU students in matters related to residential life on campus, shall be an affiliated body to the UCSA.

2. The UCSA shall work together with CAR to facilitate its operations and vice versa, in order to:
 - a. facilitate CAR's representation of the students;
 - b. increase students' awareness of CAR and its activities;
 - c. work on joint projects and events;
 - d. promote other aims that are agreed upon by CAR and the UCSA Board.
3. Cooperation and affiliation with CAR is essential for the fulfillment of Articles 3.1 and 3.2.a of the Statutes and the UCSA Board shall therefore act to uphold and operate these relations effectively.
4. CAR's financial records shall be audited by the Auditing Team at the beginning of each UCU semester, in accordance with Article 26 of this Policy Manual, on the condition that CAR shall report the Auditing Team's findings to the UCU student body.
5. CAR may report its operations to the General Assembly twice a year in order to allow for students to make enquiries into its functioning and voice opinions. These shall be of an advisory nature.
6. CAR may propose to have votes at the General Assembly, which will be binding upon themselves at their own discretion in accordance with the procedures described in Articles 7, 8 and 9 of the Statutes.
7. The Chair of the UCSA Board and the Chair of CAR shall meet regularly every two weeks, with the agenda set in mutual agreement.
8. Members of the two bodies shall meet at their mutual discretion, whenever cooperation promotes the aims described in Article 40.2 of this Policy Manual.
9. The cooperation between the UCSA and CAR shall be conditioned on CAR's functioning in accordance with its Statutes, at the discretion of the UCSA Board.

MISCELLANEOUS

Guest Membership

Article 41

1. Those who live on the campus of UCU but do not study at UCU, as well as alumni, shall be eligible for guest membership.
2. Guest members are those who have bought a guest membership card from the UCSA Board. Such a card, of which the costs shall be decided upon by the UCSA Board, shall be valid for one semester at UCU.
3. Guest members are only entitled to:
 - a. participate in all UCSA activities;
 - b. make use of UCSA facilities, including the UCSA College Bar and the sports facilities.

Office Hours

Article 42

1. The UCSA Board shall be available in the UCSA office on a regular basis, in order to provide at least the following services:
 - a. lost and found services;
 - b. loan of equipment;
 - c. managing reservations and keys.

Publications

Article 43

1. All publications by UCSA bodies, in whatever medium, be it for internal or external use, must adhere to the following:
 - a. publications may not contain any kind of personal attacks, with the exception of columns and opinionated articles of the Boomerang;
 - b. the publishers have the responsibility of taking utmost care not to publish false facts;
 - c. affiliation with the UCSA must be expressed at all times.

Gym

Article 44

1. The UCSA Gym, located in the Dining Hall building, shall be operated by the board of the Gym Committee.

University College Student Representatives Netherlands

Article 45

1. The UCSA Board shall undertake to participate in the University College Student Representatives Netherlands (UCSRN) and strive to obey its Articles of Association.
2. Should the Articles of Association of the UCSRN conflict with the UCSA Statutes or this Policy Manual, then the latter two will be upheld.
3. The UCSRN Articles of Association shall be documented in an Additional Policy as described in Article 46 of this Policy Manual.

Additional Policies

Article 46

1. In addition to the regulations set forth in this Policy Manual, the UCSA Board and other parties can adopt Policy Agreements, which shall be binding upon the parties involved and can only be changed after mutual approval.
2. The UCSA Board shall make all Policy Agreements readily available to all members.
3. The UCSA Board shall inform all members of changes to Policy Agreements.
4. At least the following Policy Agreements shall exist:
 - a. Auditing Agreement
by: UCSA Board, Auditing Team, Independent Body;
 - b. Advisory Council Agreement
by: UCSA Board, Advisory Council;
 - c. UCSA College Bar House Rules
by: UCSA Board, Bar Committee Board;
 - d. UCSA College Bar Emergency Repair List
by: UCSA Board, Bar Committee Board;
 - e. UCSA College Bar Chief Guidelines
by: UCSA Board, Bar Committee Board;
 - f. UCSA College Bar Agreement
by: UCSA Board, Bar Committee Board;
 - g. Acquisition Committee Agreement
UCSA Board, Acquisition Committee board;
 - h. DebateCo Financial Procedures Agreement
by: UCSA Board, DebateCo board;
 - i. UCSRN Articles of Association
by: UCSA Board, AUCSA Board, EUCSA Board, Fortuna Board, Universalis Board, RASA Board, SV Atlantis Board, Extra Muros Board and Caerus Board.
 - j. Independent Body Agreement
by: UCSA Board and Independent Body

5. The UCSA Board shall strive to update the list in Article 46.4 of this Policy Manual on a regular basis.
6. In addition, Articles 46.2 and 46.3 of this Policy Manual apply, mutatis mutandis, to at least the following documents:
 - a. Committee budget policies;
 - b. Guidelines for UCSA Board expenses;
 - c. All General Assembly resolutions;
 - d. Policy Manual of the Academic Student Council;
 - e. Articles of University College Student Representatives Netherlands.