

## **Study Association Off-Screen**

*This file contains the official regulations and rules that together form Off-Screen.*

### **The internal organization of Off-Screen:**

The association consists of six committees and several *organs*. There is a Board, and each Board member has a committee to help with the organization of activities and create content. Besides the Board, there is an Application Committee, a Board of Advice, and a Board of Finance. The Application Committee is tasked with choosing the prospective Board. The Board of Advice has the task to advise and support the current Board. The Board of Finance has the responsibility to monitor the Treasurer's work. These bodies will be further explained in the House Rules below.

### **Board**

#### *Article 1*

- I. The Board will strive to have a meeting once a week. If necessary a deviation is possible, there should however be at least one meeting every two weeks.
- II. The Board divides their responsibilities amongst themselves and will introduce themselves and their Policy Plan in the first General Member Assembly (GMA) of the academic year. The Board can alter their responsibilities internally and externally at all times as long as it is consulted.
- III. The Board will attend every Off-Screen event, however, exceptions can be made within the Board.
- IV. The Board will present their Policy Plan and the Budget in the first GMA of the academic year. The members must vote to accept the Policy Plan and the budget according to the regulations stated in the 'Regulations Voting Process' document. Moreover, the Treasurer of the previous Board will also present their Budget Realization from their prior year.
- V. Halfway through the year, the Board will present their results alongside any changes in their Policy Plan and the Budget Realization, at least, twice a year.
- VI. The Board and committee members that have organized a trip or event, will receive a 10% discount on the total price of that trip and the event. However, this is always up to the Board to decide.

### **Board of Advice**

#### *Article 2*

- I. The Board names a Board of Advice (BoA) each year.
- II. The Board can suspend or fire (a member of) the BoA.
- III. The BoA for the next academic year will be chosen before the beginning of the next academic year and announced at the first GMA.
- IV. The BoA consists of however many members the Board feels is appropriate for their year with a minimum of two members.
- V. The BoA consists exclusively of previous Board members, however, this is not restricted to the previous year.
- VI. The BoA has at least one member of the previous BoA.

- VII. Previous Board members can apply for the BoA by sending an application letter to the current Board.
- VIII. One member of the BoA will be part of the Board of Finance (BoF).
- IX. The BoA will advise the Board with the writing of their Policy Plan.
- X. The BoA will meet with the Board each quarter to discuss the performance evaluations within the Board.

### ***Board of Finance***

#### *Article 3*

- I. The Treasurer chooses a Board of Finance (BoF) each year.
- II. The BoF consists of at least two or more members, one of which is a member of the BoA.
- III. The BoF will check the Treasurer's biannual realization and the final statement.
- IV. It is desirable that one member of the BoF is from another association, and has additional knowledge or skills in finances.
- V. The Treasurer must have a meeting with at least one BoF member before every GMA.
- VI. The BoF must thoroughly check Conscribo biannually.
- VII. The Treasurer can suspend or fire (a member of) the BoF.
- VIII. The Board of Finance must be consulted prior to any single payment being made that is over €1500.

### ***Application Committee***

#### *Article 4*

- I. The Application Committee (ApCo) consists of at least three members with a maximum of five members.
- II. At least one member of the ApCo is from the current Board.
- III. At least one member of the ApCo is not from the current Board.
- IV. At least one member of the new ApCo is a member of the previous ApCo.
- V. It is desirable that at least one member of the ApCo is from outside of Off-Screen.
- VI. Members of the ApCo cannot apply for a position on the new Board.
- VII. The new ApCo will be presented at the second GMA by the previous ApCo.
- VIII. The new ApCo must be voted in during a GMA before they can start the application process.
- IX. The ApCo will receive an application letter and resume from everyone applying to the new Board. After the preliminary round the ApCo will invite all applicants to one or more interviews.
- X. The ApCo has a confidentiality obligation. They will only report on the interviews of the candidates that are nominated for the new Board. Any candidates must agree with the report on their interview and qualities. The ApCo will report to no one on candidates that were not nominated. The ApCo is allowed to report on the number of applications and interviews that were held in the GMA.

- XI. If the nominated Board has not been accepted in the GMA, the ApCo has two weeks to nominate a new Board.
- XII. The ApCo is not allowed to vote during the voting process for the new Board.

### ***Committee Members***

#### *Article 5*

- I. Committee members are chosen by the Board member in charge of the committee based on the selection criteria of the respective Board member, such as a motivational letter and interview.
- II. A committee preferably consists of four to seven members.
- III. Committee members are selected for the duration of one academic year.
- IV. Committee meetings are mandatory for all committee members unless another arrangement is decided.
- V. Every committee preferably has a meeting every week, but at least a meeting every other week. However, this is up to the respective Board member to decide.
- VI. Committee members are expected to be present at their committee's activities unless another arrangement is decided on.
- VII. General Member Assemblies are mandatory for all committee members unless another arrangement is decided on.
- VIII. The Board can suspend or fire a committee member.
- IX. Committees the Heads of which are the President, Vice President, and Treasurer may count on the support of a Committee Coordinator if the Head of the committee sees fit.
- X. The role of a Committee Coordinator is to support the Head of the committee and help with internal committee work and coordination.
- XI. There is no difference in hierarchy between Committee Coordinators and committee members.

### ***Members***

#### *Article 6*

- I. The Board will keep the members up to date on the association's activities as much as possible.
- II. The members will receive clear information on the possibilities within the association.
- III. Addresses and personal information of the members will not be forwarded to third parties unless otherwise agreed upon by the Board and the member.
- IV. By signing up for an event, members or non-members agree with the terms and conditions of the respective event.

### ***Board Transition***

#### *Article 7*

- I. The Board will write a report on any activity, event, or relevant experience which will be

- added to the Annual Report and/or the induction document for the next Board.
- II. The previous Board will ensure that each new Board member understands their tasks and is trained for their position.
  - III. After the last GMA, the new Board will be granted access to important Off-Screen accounts. They will, preferably, be fully responsible for those accounts from the 1st of August. The previous Board will keep their responsibility until they are voted out.

### ***The Hok of Off-Screen***

#### *Article 8*

- I. The Hok is Off-Screen's office at Turfdraagsterpad 9 room 0.10, 1012 XT Amsterdam.
- II. The Hok is open on weekdays from 11:00 to 15:00 unless communicated otherwise.
- III. During these times, at least one Board member has a 'Hok shift', which means that at least one Board member will be present at the Hok.
- IV. All Board members have at least one 'Hok shift' a week.
- V. Anyone that has used the Hok will ensure that they leave it clean and usable after they leave.

### ***Code of Conduct***

#### *Article 9*

- I. During Off-Screen events, participants are expected to listen and follow instructions given by Board members and committee members, to ensure safety and smooth progression of the event.
- II. During Off-Screen events members are expected to behave according to the rules Off-Screen has constructed. This means no behavior that could bring yourself or others in danger, no damage to property of fellow members or people outside of Off-Screen, and no violence towards fellow members or non-members.
- III. Off-Screen events follow the drug policy of the Netherlands. This means that hard drugs are not allowed at Off-Screen events. Soft drugs are tolerated, but Off-Screen will not be responsible for any consequences that the use of these soft drugs might have.
- IV. A First Warning will be given to an Off-Screen member in the case that they break any of the regulations that are set in the 'Code of Conduct' (art. 9). A violation of the Code of Conduct (art. 9) may result in a First Warning if the Board finds it necessary. A First Warning can be given based on the indicated measures from the 'Regulations Official Warnings' document.
- V. A Final Warning may be given to an Off-Screener in the case that there is a second violation of the Code of Conduct by the same individual in the current academic year.
- VI. A third violation of the Code of Conduct will result in suspension. The duration will be determined by the Board. Based on the severity of the situation, a First Warning can also lead to suspension. The duration will similarly be determined by the Board.

#### *Article 10*

- I. Changes made in the 'House Rules' will be recorded in this document and voted in at the following GMA.
- II. A member of an organ within Off-Screen can be a member of another organ within Off-Screen unless this is explicitly forbidden.

- III. The voting process will follow the rules according to the 'Regulations Voting Process' document.
- IV. All Board and committee members must have insurance for themselves and any equipment they may use for and at Off-Screen's events, in case this is not possible they must sign a written agreement stating Off-Screen is not responsible for any damage that may occur.

### *Adjustments*

In previous years the nominated Board was chosen by the Board of Advice, not the Application Committee. The BoA also chose themselves, even though this task actually belonged to the Board. Because this gave too much power to the BoA, the ApCo was formed in 2015. In the GMA of the 9th of March 2015 the new rules for the BoA and the ApCo were voted upon in the GMA.