

## **House Rules of Off-Screen**

This document contains the additional internal regulations of Off-Screen as agreed upon during General Member Assemblies, according to *Art. 22* (twenty-two) of Off-Screen's Statutes, which are registered under the seal of the Royal Notary Association of The Netherlands (KvK).

Excerpt from Off-Screen's KvK registration as a legal entity:

### **NL: *Huishoudelijk reglement.***

#### *Artikel 22.*

- I. De algemene vergadering kan een huishoudelijk reglement vaststellen, wijzigen, aanvullen of opheffen.*
- II. Het huishoudelijk reglement mag niet in strijd zijn met de wet, ook war die geen dwingend recht bevat, noch met de statuten.*

### **EN: *House Rules.***

#### *Article 22.*

- I. General Members Assemblies may adopt, amend, supplement, or cancel internal regulations.*
- II. The internal regulations may not conflict with the law, even if the law does not explicitly require compliance, nor with the statutes of the association.*

## **Internal Organization of Off-Screen:**

The association comprises six committees and several organs. It includes a Board, with each member assigned to a committee responsible for organizing activities and generating content. In addition to the Board, there are three distinct bodies: the Application Committee, the Board of Advice, and the Board of Finance. The Application Committee's role is to select potential Board members. The Board of Advice provides guidance and assistance to the current Board. The Board of Finance is responsible for overseeing the Treasurer's duties. Further details regarding these entities can be found delineated in the articles of the House Rules.

## **The Board of Off-Screen**

### *Article 1*

- I. The Board will hold weekly meetings, with the possibility of deviation if necessary. However, a minimum of one meeting every two weeks is mandatory.
- II. The Board members will divide their responsibilities and present their Policy Plan during the first General Member Assembly (GMA) of the academic year. The Board has the flexibility to internally and externally alter their responsibilities, provided consultation takes place.
- III. Board members are required to attend all Off-Screen events, although exceptions can be made within the Board.
- IV. The Board will present their Policy Plan and Budget during the first GMA of the academic year. Members must vote to accept the Policy Plan and Budget according to the regulations outlined in the “Regulations Voting Process” document. Additionally, the Treasurer from the previous Board will present their Budget Realization from the preceding year.
- V. At least twice a year, once halfway through the academic year and once in the end of the same year, the Board will present their results, along with any changes in their Policy Plan and Budget Realization.
- VI. The Board and committee members involved in organizing a trip or event will receive a 10% discount on the total price of that trip or event. However, the Board has the final decision in this matter.

## **Board of Advice**

### *Article 2*

- I. The Board appoints a Board of Advice (BoA) each year.
- II. The Board has the authority to suspend or dismiss a member or the entire BoA.
- III. The BoA for the next academic year will be selected and announced before the beginning of that academic year, during the first GMA.

- IV. The BoA will comprise a number of members determined by the Board, with a minimum of two members.
- V. The BoA is exclusively composed of previous Board members, although this is not limited to the immediate preceding year.
- VI. The BoA must include at least one member from the previous BoA.
- VII. Former Board members can apply for the BoA by submitting 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 in the development of their Policy Plan.
- X. The BoA will meet with the Board quarterly to discuss performance evaluations within the Board.

## **Board of Finance**

### *Article 3*

- I. The Treasurer appoints a Board of Finance (BoF) each year.
- II. The BoF consists of at least two members, one of whom must be a member of the BoA.
- III. The BoF is responsible for reviewing the Treasurer's biannual realization and final statement.
- IV. It is desirable for at least one BoF member to be from another association and possess additional knowledge or skills in finances.
- V. The Treasurer must meet with at least one BoF member prior to every GMA.
- VI. The BoF must thoroughly review Conscribo on a biannual basis.
- VII. The Treasurer has the authority to suspend or dismiss a member or the entire BoF.
- VIII. The Board of Finance must be consulted before any single payment exceeding €1500 is made.

## **Application Committee**

### *Article 4*

- I. The Application Committee (ApCo) consists of three to five members.

- II. At least one ApCo member must be from the current Board.
- III. At least one ApCo member must not be from the current Board.
- IV. At least one member of the new ApCo must be from the previous ApCo.
- V. It is desirable for at least one ApCo member to be from outside of Off-Screen.
- VI. ApCo members cannot apply for a position on the new Board.
- VII. The new ApCo will be introduced during the second GMA by the previous ApCo.
- VIII. The new ApCo must be approved during a GMA before they can initiate the application process.
- IX. The ApCo will receive application letters and resumes from all candidates applying for the new Board. After a preliminary round, the ApCo will invite all applicants to one or more interviews.
- X. The ApCo is bound by confidentiality and will only report on interviews of candidates nominated for the new Board. Candidates must provide consent for their interviews and qualifications to be reported. The ApCo may disclose the number of applications and interviews conducted during the GMA.
- XI. If the nominated Board is not accepted during 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 selected by the respective Board member in charge of the committee, based on their selection criteria such as a motivational letter and interview.
- II. Committees preferably consist of four to seven members.
- III. Committee members serve for the duration of one academic year.
- IV. Committee meetings are mandatory for all members, unless alternative arrangements are made.
- V. Each committee preferably holds a weekly meeting, with a minimum frequency of one meeting every other week. However, the respective Board member has the authority to decide the meeting schedule.

- VI. Committee members are expected to participate in their committee's activities, unless alternative arrangements are made.
- VII. Attendance at General Member Assemblies is mandatory for all committee members, unless alternative arrangements are made.
- VIII. The Board can suspend or dismiss committee members.
- IX. Committees headed by the President, Vice President, and Treasurer may have a Committee Coordinator to provide support in internal coordination and committee work, as deemed necessary by the committee head.
- X. Committee Coordinators hold an equal position to committee members and do not have a hierarchical distinction.

## **Members**

### *Article 6*

- I. The Board will keep members informed about the association's activities to the best of their ability.
- II. Clear information regarding the opportunities within the association will be provided to the members.
- III. Members' addresses and personal information will not be shared with third parties unless authorized by both the Board and the member.
- IV. By registering for an event, members or non-members agree to comply with the terms and conditions specific to that event.

## **Board Transition**

### *Article 7*

- I. The Board will document any activity, event, or relevant experience in a report, which will be included in the Annual Report and/or the induction document for the next Board.
- II. The outgoing Board is responsible for ensuring that each new Board member understands their tasks and receives training for their position.

- III. After the last GMA, the new Board will be granted access to important Off-Screen accounts. Ideally, they will assume full responsibility for these accounts from August 1st. The outgoing Board will maintain responsibility until they are voted out.

### **Off-Screen's Seat 'The Hok'**

#### *Article 8*

- I. The Hok is located at Turfdraagsterpad 9, room 0.10, 1012 XT Amsterdam.
- II. The Hok is open on weekdays from 11:00 to 15:00, unless otherwise communicated.
- III. During these hours, at least one Board member will have a 'Hok shift,' ensuring the presence of at least one Board member at the Hok.
- IV. Each Board member will have at least one 'Hok shift' per week.
- V. Users of the Hok are responsible for leaving it clean and usable when they depart.

### **Code of Conduct**

#### *Article 9*

- I. Participants are expected to listen to and follow instructions given by Board members and committee members during Off-Screen events, ensuring a safe progression of the event.
- II. During Off-Screen events, members are expected to adhere to Off-Screen's established rules, which prohibit behavior endangering oneself or others, damaging the property of members or individuals outside of Off-Screen, and engaging in violence towards fellow members or non-members.
- III. Off-Screen events adhere to the drug policy of the Netherlands. Hard drugs are prohibited, while soft drugs are tolerated. Off-Screen is not liable for any consequences resulting from the use of soft drugs.
- IV. Violation of the Code of Conduct (Art. 9) may result in a First Warning, issued at the Board's discretion, as outlined in the "Regulations Official Warnings" document.
- V. A Final Warning may be given for a second violation of the Code of Conduct by the same individual within the current academic year.

- VI. A third violation of the Code of Conduct may lead to suspension, with the duration determined by the Board. In severe cases, a First Warning may also result in suspension, with the duration similarly determined by the Board.

## **Clarifications**

### *Article 10*

- I. Changes to the House Rules will be recorded in this document and voted upon at the subsequent GMA.
- II. An individual can be a member of multiple organs within Off-Screen, unless explicitly prohibited.
- III. All voting processes will adhere to the rules outlined in the "Regulations Voting Process" document.
- IV. All Board and committee members must have insurance coverage for themselves and any equipment used at Off-Screen's events. If insurance is not possible, a written agreement must be signed acknowledging that Off-Screen is not liable for any resulting damages.