

Euphorion's Internal Regulations

SV Euphorion

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1.Introductory Remarks

This document is an expansion on the bylaws of SV Euphorion. These regulations aim to create clarity in the workings and procedures that constitute a safe and responsible environment for our study association. The aim of this document may assist future Boards and Board members to fully understand their role and the tasks that accompany their function. If the Board decides to amend these regulations, they may do so by presenting the amendments to the General Assembly (GA from here on). The procedure for this process is explained in section 8A.

In case of any further questions, remarks and concerns, anyone may consult a board member.

Emmy Swart

Chair of Board XVI

2.The Board

This section of the Internal Regulations will present the various Board functions and responsibilities that come with these functions. In addition to this, the responsibilities and duties of the Board as a whole and the accountability of the individual Board members will be presented in constitutional order. All members of the Board must be students of the BA Literary Studies at Utrecht University. The positions of Chair, Secretary, and Treasurer always have to be fulfilled by different people; no one can have two or more of these positions. The General Assembly ultimately decides on all candidates. The Board can rely on the Advisory Board, for administrative assistance or advise. SV Euphorion currently has the following six positions which will be explained in more detail below: Chair, Secretary, Treasurer, Secretary of PR, Commissioner of PR, and Commissioner of Education. Not all these functions have to be fulfilled at all times; only the functions of Chair, Secretary and Treasurer are mandatory.

2A. Composition of the Board

Chair

The Chair is responsible for the entirety of SV Euphorion and the Board. This must be communicated to the Kamer van Koophandel: they have to officially describe themselves as the Chair of the study association to the KvK. It is fair practice for the Chair to assume a number of tasks themselves, however this is dependent on the specifics of any given situation.

The Chair leads the Board meetings. They are always primarily responsible for drafting the meeting agendas and ensuring that all Board members get a chance to propose something for the agenda. They are responsible for the distribution of the agenda amongst the Board members. The Chair oversees the planning of meetings and makes sure everyone can be present. During a meeting, they must make sure everyone gets a chance to speak and set a restriction on the time every member gets to speak .

The Chair is the primary representative of SV Euphorion. This means that at meetings, parties and external and internal events, they are the face of the association. They may delegate any of these tasks to the other board members if necessary. This is something that has to be clearly communicated and discussed.

The Chair is heavily encouraged to use the weight of their function to improve the functionality of the board. This may be valuable in contact with other associations or third parties. When it comes to documents that need to be signed, it is advisable that the Chair always be the first one to sign (with the exception of financial documents).

While the Chair is at the head of the Board and association as a whole, this does not mean that they can do as they please. Any decision that concerns the association is to be discussed with the rest of the Board. The Chair is not to go beyond their function; managing the email inbox, for example, is the task of the Secretary. Moreover, the Chair should at all times keep in mind that they are not in charge of the association, but in charge of the board, meaning that they lead the meetings in which decisions for the association as a whole are made, but that they can not make these decisions themselves.

Secretary

The Secretary is primarily responsible for the administrative parts of the association. This means making sure that all emails are received, correctly labeled, answered and put through to the responsible Board member. This means that the Secretary is responsible for the member administration. The Secretary is primarily responsible for any physical mail, taking notes at Board meetings, organizing the online workspace, such as Google Drive, coherently, and serving as the primary point of contact for third parties when establishing new contact. They are responsible for sending emails to third parties that do not fall under the jurisdiction of another Board member. In practice, the Secretary notifies the Board members of all emails that are relevant to any other Board member and keeps the Board up to date on (semi-)long term projects that are handled by the Board as a whole.

The Secretary takes Minutes during Board meetings and distributes these after the meeting. The notes should follow a set structure that makes them accessible and clear to everyone. It is not expected of the Secretary that the notes are extensive meeting reports. However, they should be an accurate image of the Board meeting. After the meeting, the Secretary is expected to notify all the Board members of their assigned tasks. An important factor when taking minutes, is that it should be clear how decisions are made and why they were taken. It is of pivotal importance that these decisions are clearly stated.

Treasurer

The Treasurer is responsible for all financial matters. They are responsible for communication with banks, other financial institutions and the KVK. They are responsible for any credit and debit cards that are in use by the association. Should any costs be made in the name of Euphorion by other Board members, the receipts of such payments need to be handed to and organized by the Treasurer as soon as possible.

The Treasurer is responsible for the annual budget plan. This needs to be written up at the beginning of the year and must be sent to the university for approval. Other budget plans the Treasurer is responsible for include the introduction budget plan and the budget plan for the annual study trip. If the Board wants to make use of subsidies, the Treasurer is responsible for applying for them in time. The Treasurer is further responsible for archiving all ingoing and outgoing invoices and potentially writing these up. The Treasurer advises the Board about financial manners and expenses but they do not have a veto in these manners. When a new member signs up, the Treasurer is responsible to confirm their payment. If Board Members are handling any sort of money-related matter, they must discuss this first with the

Treasurer. Nonetheless, it should be noted that every spending has to be agreed upon by the board as a whole, not only the Treasurer.

Secretary of Public Relations

The Secretary of Public Relations is responsible for the email correspondences and the newsletter. They are in charge of keeping up to date with the communications of the University via email and any third party that contacts - related to PR - them through this medium. The newsletter is written and published twice a month. It includes important communications, an overview of the coming up activities and contact details regarding the association. The Secretary of Public Relations is responsible for sending their decisions on the portrayal and diffusion of content to the Commissioner of Public Relations for discussion and confirmation. They work together collaboratively.

Commissioner of Public Relations

The Commissioner of PR is responsible for any (social-)media posts, merchandise and other imagery. The Commissioner of Public Relations publishes on all Euphorion social media channels on their own initiative. If a Board member disagrees with a post this must be discussed and adjusted to the consensus of the Board. The Commissioner of Public Relations makes decisions about the volume and the form these take on: Instagram, Whatsapp, Fliers and Sign up forms.

The Commissioner of Public Relations is responsible for designing and ordering all products that are branded with the Euphorion logo. If they decide that the house-style, logo or any other stylistic aspect should be changed, this must first be discussed with the Board and pass an agreement.

Commissioner of Education

The Commissioner of Education is responsible for any contact and dealings with the university, teachers and third parties, regarding education. This involves making sure that the contracted book supplier, currently Bijleveld, is given information on which books they need to supply in time and contact with the university concerning the curriculum. The communication with the university and potential third parties is transparent and periodically reported to the Board. The Commissioner of Education takes part in the soft-core of the careernight committee, or even the hardcore if they wish to do so. They are responsible for taking on requests from potential students to be a student for a day.

The responsibilities of the Commissioner of Education include, but are not limited to: contact with the faculty, participation in university committees, participation in education committees, providing the members with information about internships and years abroad, providing members with information about potential career possibilities and participation in the SVO/KVO. It is common for the Commissioner of Education to be a part of the OC

(opleidingscommissie). Here they discuss the caracal evaluations and they organise the yearly education talk.

2B. Capacities and Obligations of the Board

This section is a selection of the capacities and obligations of the Board of SV Euphorion.

- The Board may propose a new Board to the GA
- The Board may engage in partnerships with third parties.
- The Board may make decisions about meeting locations.
- The Board may propose the budget and goal of each committee to the GA.
- The Board may appoint and disbar committee members.
- The Board may propose the creation or disbandment of committees to the GA.
- The Board has to propose a confidant to the GA.
- The Board must call a General Assembly at least twice a year.
- The Board may disband any memberships in conformance with the rules laid out in the code of conduct.
- The Board must stick to the Budget Plan as strictly as possible, any major changes have to be explained at the GA.
- The Board may decide to suspend members from activities in accordance with the code of conduct.
- The Board may propose amendments to any document.
- The Board on any matter that is not included in this document, the bylaws, or code of conduct, the board may take the actions they unanimously judge the most appropriate, and have to explain this at the GA.
- The Board of Euphorion may dissolve itself and send out the call for new Board.

2C. Election process

At least 2 weeks before the last (planned) General Assembly of the academic year, the Board is expected to propose a candidate board. There must be at least 3 candidates in any candidate board. During the last GA of the year, the assembly will vote to either admit or deny candidates from the Board.

Any member of the association can propose an alternative candidate board, or they can propose adjustments to the candidate board proposed by the current board. This may be done via email.

The candidates and current board members themselves may vote. The voting will go via runoff-voting. Any member may object to the result of voting, this request must be honored. If after a second round of voting there is another request, this must be confirmed by a majority vote.

3. The Advisory Board

Euphorion has an Advisory Board: an official, independent body within the association, that is tasked with advising the Board of SV Euphorion. Any member of SV Euphorion can become an Advisory Board member; there are no other requirements than membership of SV Euphorion. Advisory Board members do not need to have fulfilled a position, either as Board member, committee member, or confidant within SV Euphorion. Members can at any time approach the Advisory Board for a position in the Advisory Board, or they can respond to a solicitation. At any GA, the Advisory Board can propose new Advisory Board members, and current Advisory Board members can hand in their resignation. The GA votes on these proposals.

3A. Constitution of the Advisory Board

The Advisory Board consists of a Chair, Secretary, and General Board members. At any given time, there must be at least three Advisory Board members; the Advisory Board itself decides how many more positions they want to create. The Advisory Board has their own email, which is monitored by the Secretary. The Advisory Board decides how often they meet, but they must meet at least twice per academic year. The Chair is tasked with organizing the meetings. The Secretary takes minutes, which are kept in an Advisory Board Drive.

3B. Tasks of the Advisory Board

The Advisory Board has the following tasks:

1. They are expected to meet with the Board of SV Euphorion before every GA, preferably within one month before the GA.
2. They are expected to give both requested and unrequested advice to the Board of SV Euphorion, and support them in their tasks.
3. They are expected to monitor the finances of SV Euphorion; they will discuss with every Board of SV Euphorion how they will do this in practice.
4. They must meet at least twice per academic year in order to discuss the functioning of the Board of SV Euphorion.
5. They must make sure that the Advisory Board at all times consists of a Chair, Secretary, and at least one General Advisory Board Member.

4. Policy

4A. Goals and Vision

The main goal of SV Euphorion is to facilitate team-building, entertaining, educational and preparatory activities for the members and to provide a safe and responsible space for their members. Euphorion will use all of their research to reach this goal. The aim of Euphorion is to be an addition to the student life and experience of Utrecht for their members, and a secure space for students and members.

4B. Meetings

It is advised that The Board of Euphorion will meet every week during the academic year unless there is need for an extra meeting. In slow times, the Board may decide to suspend that week's meeting. Meetings are open to all members. The only requirement is to notify the Board of their request. The Secretary takes notes of every meeting, these are available to the members if they request them.

During meetings, the Board agrees and votes over matters that need a decision. A majority vote is sufficient to pass all considerations, unless stated otherwise in the bylaws. Decisions are made conjointly, thus meaning that suggestions and changes can be made during the process.

4C. Documents

All documents that have been voted in by the General Assembly are in effect from the moment they are voted in. Except the Code of Conduct which may have retroactive effect. One (1) physical copy of all of these documents must be present at the Board room at any time.

i) **Accessibility of documents**

All members may ask to see these documents when there is a Board member present. Any amendment to these documents needs to pass a majority vote from the General Assembly.

ii) **Bylaws**

The Bylaws may only be changed when a change is proposed to the General Assembly. A $\frac{2}{3}$ majority must vote to pass this amendment. Be mindful that adjustments to the Bylaws require a notary and cost 400 euros.

ii.a) Any proposed changes to the GA must be communicated to the members at least two weeks in advance. The Board communicates this; if any members wants to propose changes, they can send a motion to the board, and the latter will communicate it to the members.

iii) **Internal Regulations**

The Internal Regulations are the basic rules for members of Euphorion. Breach of the Internal Regulations can be a ground for suspension. Amendments may be proposed by any member.

iv) Code of Conduct

The Code of Conduct states the behavioral rules for all members of Euphorion and any other activity-attendants. Breach of the Code of Conduct can be grounds for suspension. Amendments may be proposed by any member and must pass a majority vote from the General Assembly.

1. Confidant

The Confidant may inform the Board of any breaches of the Code of Conduct, as may all members.

v) Agreements and Contracts

Only the Chair may sign official documents on behalf of the Board, unless the board decides to task another board member with this. Before signing a document, the board has to agree upon it being signed. The contracts are public and accessible. They may be viewed with the permission of the Board, that is to say, the Board cannot deny the access to the documents when a member solicits its viewing.

4D. Committees

Euphorion has several committees. A change in the number of committees and their purpose may be proposed at any GA, either by the Board or any member. Although it is recommended that it is voted on such matters at the beginning of the year. Every committee preferably has a Chair and a Secretary, and can choose to appoint a Treasurer and a Commissioner of PR. Any committee decision may be overruled by the Board if the overruling is accompanied by an appropriate explanation. The committees get funding from the Board and may approach the Board about the height of the funding. Funding is to be used for the purpose of the committee. The funding of each committee is established in the budget plan presented at the Board. The Board may disband any committee if they are not working towards their goal and/or damaging (the image of) SV Euphorion and suspend any committee member if they are stopping the committee from functioning.

4E. Crises

If a crisis arises and the Board cannot meet to fight the crisis, the Board may call for dissolution. Any member may call a General Assembly to discuss the handling of a crisis.

4F. Internationalization

Euphorion is accessible to members with any nationality, there is no discrimination. The language of all documents and communication is English. Members are expected to speak

English in any setting where others do not share the languages they command. Euphorion is not only accessible but responsible for actively seeking internationalization of the association, as well as of the study and the University itself. As a study taught in English, aimed for international as well as Dutch students, a balance and integration process is sustained and fueled within the association.

4G. Inclusivity

Euphorion strives to be as inclusive as possible, making sure that all members are *always fully* inclusive all attending members. This includes, but is not limited to, linguistic inclusivity, social inclusivity, financial inclusivity and physical inclusivity.

4H. Member Policies

The number of members that are not (ex-) students of Literary Studies at Utrecht University or teachers in the programme may not exceed the total number of BA literary studies members. The only exception is when a big number of (ex-) students of Literary Studies at Utrecht University or teachers in the programme revoke their membership which causes the number of students that are not (old) students of Literary Studies at Utrecht University or teachers in the programme to rise above one third of the total members. As a Study Association, the majority of the members should be Literary Studies students. Students taking the minor literary studies are incentivized and included in this majority.

4I. Cooperation

SV Euphorion will not enter into any agreements with third parties that are not in line with the goals of SV Euphorion. Cooperations with other Study Associations and third parties are actively sought out and encouraged, in line with the goals of the association.

5. Activities

5A. Committee Activities

Every committee has a very clear aim. The committee organizes activities that fit this aim. The committees may organize several activities per block. Its number should be specified in the Year Plan, unless the goal of the committee does not allow multiple activities (e.g. the travel committee's main focus is the (one) annual trip). The committees communicate all activities to the Board so that they can check if the activity is fitting and can promote the activity. During each activity, all committee members are expected to be present unless there are unforeseen circumstances. During the activity, the Chair of the committee is primarily responsible. Each committee member should have a Chair and a Board member. It is advisable that the Chair of the committee is not a Board member. The Board is always informed as soon as possible of any issues. The committee Chair is accountable for decisions the committee makes. They may request the Board to supervise a specific committee member if they think this is fitting. If during the activity, the Board feels the need to step in because of a crisis, bad leadership, or any other drastic circumstance, they may do so.

5B. General Activities

The Board organizes activities. Here the Board as a whole, or an appointed Board member will be responsible. These activities can be combinations of activity aims or an event that has nothing or little to do with the committees. The highest ranking Board member or the appointed Board member is primarily responsible for this event and may be held accountable by the members.

5C. Activity Reports

All activities will be evaluated by the committees either verbally as part of the minutes or by the use of a report form. The board will create a document at the end of the year with the most successful activities and corresponding recommendations for the following year.

6. Finances and Sponsoring

6A. Income

Euphorion is an association. This means that the aim of the organizational structure, the policy and the activities is not to make a profit. If this does occur, Euphorion is obligated to use the financial means which they gather as a profit to further their mission and goals. SV Euphorion is mostly dependent on member contributions and funding from Utrecht University to remain financially stable.

The height of the member contribution will be determined by the GA. The Board may propose to change this. This requires a majority vote from the General Assembly. The income and budget of Euphorion is overseen by the Treasurer.

6B. Expenditure

All expenses that are made by SV Euphorion should be considered and discussed by the Treasurer and rest of the Board. Financial decisions need general consensus.

6C. Long-Term Financial Factors

SV Euphorion may reserve money periodically to 'save' up for a big expense. For example, gala's or study trips.

6D. Subsidies

SV Euphorion may apply for subsidies, for example from the U-Fonds and Vidius. Applications must be accompanied by a detailed activity plan, as this is required by the organizations. These must be written by the responsible person or group and checked by the Board as a whole. The Treasurer oversees the application of subsidies and checks whether the money is actually received, and the organization of the receipts.

6E. Sponsoring

SV Euphorion may engage in sponsorships with third parties if these are profitable to SV Euphorion. Any sponsorships must be agreed upon by the Board.

7. Public Relations and Communication

7A. Social Media

All social media channels and accounts of Euphorion are maintained by the Commissioner of Public Relations. They may be used to inform members, ask members, spread messages and as a tool for sponsorships. Any abuse of SV Euphorion's social media channels will be met with appropriate penalties from the Board.

7B. Contact With Members

Contact with the members can go either via the social media channels, the newsletter, e-mails or verbally. All Board members may send emails to members, as long as the content has been discussed with the Board. The Commissioner of Public Relations may use social media and the Secretary of PR the newsletter and all Board members may verbally communicate to the members, as long as the content of the message has been discussed with the Board. In accordance with the Commissioner of Public Relations, other Board members may use the social media channels and newsletter to communicate with the members. When a Board member communicates information to the members that can damage the association and/or which has not been discussed with the Board and passed a majority vote (if needed), the Board may take appropriate measures. All communication with members (and third parties) have to be archived. This means that it either has to be in the minutes of a (board) meeting or that it may be found in the email inbox, or any other official form of communication representative of SV Euphorion.

7C. Contact With Potential members

Contact with potential members, in order to recruit them, should follow the media named in 6B. Utrecht University may be asked to assist in the recruitment process before and during the introduction periods.

7D. Contact With Alumni

Contact with alumni must go via the media named in 6B.

8. General Assembly

8A. Preparation and Organization

The Board organizes at least two General Assemblies per year, although they can organize more of them. They are expected to be held at the end of the first block and at the end of the fourth block. The latter is the GA in which the Board transfer will happen. Individual members can also request a GA; they can do this by sending a proposal to the Board, in which they propose a time and place, and give their reasons for desiring a GA. The Board must act upon this request, unless there are reasonable grounds for denying it.

When a GA will be held, all members should be invited at least two weeks in advance, and all the documents (i.e., proposals for new documents) and proposals (i.e., proposed changes to existing documents) should also be sent two weeks in advance. This is preferably done using the official Euphorion email. In response to these documents and proposals, members may ask questions or suggest changes. They can also send in motions, in which they propose certain changes for the association. They have ten days the time for this, starting from the date on which everything was sent. The Board will consider these responses and, if needed, adapt their documents and proposals, which will be sent out anew at least 2 days before the GA.

8B. Board Transition

During the last GA of the academic year, which takes place at the end of block four, a new board for the next academic year is voted in. This is the Transitional GA. The current Board is expected to form a Candidate Board beforehand, which it will present here. It is preferred that the Candidate Board is announced two weeks in advance. The Candidate Board is not yet the next Board, as they first have to be voted in.. At the Transitional GA, the Candidate Board introduces themselves, and members can ask questions about them as a board, or about them individually. Next, they will introduce their budget plan and year plan for the upcoming year. The members will then vote on them as a board, on their budget plan, and on their year plan. If the Candidate Board gets voted in, they are from that moment onwards the new Board of Euphorion.

8C. General Structure of the GA

This is an outline of the general structure of the GA. Both the GA at the beginning and the Transitional GA have different aims, therefore their structure is a bit different. Two weeks before a GA the Board announces the Agenda, in which the definite structure of the GA is laid out. This is merely a guideline for future Boards.

In general, the GA has two parts, one which looks back, and another one that looks ahead. In the first part, the Board evaluates what has been done up till that point, in the second part future plans are proposed and voted on. Belows is an outline of these two parts.

PART 1:

The first part of the GA is where the Board presents a general and personal evaluation of the year, as well as of the board as a whole. The representatives of the Board answer the meeting questions that were addressed to the Board. A conversation may follow up after this interaction, however it shouldnt delay or interfere excessively with the Agenda.

After this, the Board members will, in anti-constitutional order, present their own accountability. Here, every individual Board member presents what they did for the association, evaluate themselves and answer the meeting questions. After this, the committees will follow the same procedure. A representative of the committee will give an evaluation.

If this is the first GA of the year, the commies must then be voted in. If this is the last GA of the year, an evaluation of each committee will be given by the Committee Board Member.

After the first part, there will be a break.

PART 2:

The second part of the meeting differs depending on the nature of the meeting. The presentation of documents and amendments to these should be prioritized. After the presentation and changes made, there is a voting procedure to make the documents valid until changes or updates are made.

If it is the last GA of the year, the Board shall propose a Confidant and a Candidate Board for the next academic year, including a Budget plan and a Year Plan, and all of the above shall be voted on following the system stated below:

The voting on documents, members and any other democratic agreement is done publicly at the GA. There must be at least an equal number of non-board attendees as Board Members - if there are 6 members of the Board, for the GA voting to be valid there should be at least 6 non-Board members. The voting consists in a raising hands, direct democracy system. After the presentation of each document, the Board shall consult the GA if anyone opposes or disagrees with the documents - or change of the documents. If less than a majority votes against it, the document is declared valid from that moment onwards (for exceptions see section 4C). Otherwise the document shall be subject to revision and can be proposed at another GA.

There should be a space for Motions proposed by the Members. After everything has been discussed and been voted in, the GA shall be concluded.

9. Final Provisions

These Regulations are meant to aid SV Euphorion in retaining order among the members and as guidelines for the creation of future policy. In any question, situation or new construction, the Board decides the proper procedure. This may be calling a Board vote but can be a simple decision. It is strongly advised that amendments to this document are only made when the entire Board agrees upon them.

Sincerely,

Board XVI