

## **Policy Manual 2024-25**

### **LSA Custodia**

#### **General Provisions**

##### Article 1.

1. The association named Leiden Study Association Custodia, hereafter referred to as ‘the Association’ has through a notarial deed been established on the **7th of March 2019** in The Hague.
2. This Policy Manual applies indissolubly with the statutes of the Association, as they were most recently amended by notarial deed on **21st of August 2023**.
3. The Association is affiliated with Leiden University.
4. All regulations set forth in this Policy Manual will be upheld by all Members of the Association.
5. The Association Year runs from the 1st of September until the 31st of August.
6. The Financial Year runs concurrently with the calendar year.
7. The working language of the Association shall be English.

#### **Status of the Policy Manual**

##### Article 2.

1. This Policy Manual provides an extensive overview of the obligations, rights, procedures, rules, and structure of the Association.

#### **Structure of the Association**

##### Article 3.

1. The Association consists of the following bodies: the Board, the Supervisory Board, the Office of the Confidential Contact Person, the Audit Committee and Committees.

#### **Members**

##### Article 4. (Types of Members)

1. Pursuant to Article 4.1. of the Statutes, the Association has both Regular Members and Honourary Members. Unless specified otherwise, throughout this Policy Manual both types of members fall under the term of Member.

#### Article 5. (Regular Members)

1. Regular members must be students currently enrolled in either BSc Security Studies or MSc Crisis and Security Management.

#### Article 6. (Honourary Members)

1. Honourary members are natural persons who have rendered themselves particularly deserving to the Association and who have been appointed as such by the General Assembly with at least four-fifth (4/5) of the votes validly cast on the recommendation of the Board.
2. Honourary members are exempt from paying the membership dues.

### **Membership**

#### Article 7. (Transfer of Membership)

1. Membership is personal and therefore not subject to transfer.

#### Article 8. (Registration of Membership)

1. Becoming a member of the Association is done through signing up for one of the two period of membership, namely:
  - a. Membership for the September cohort begins on the 1st of September and runs until the 31st of August;
  - b. Membership for the February cohort begins on the 1st of February and runs until the 31st of January.
2. Should membership be purchased following the start dates, those days are considered lost and will not affect the costs of annual membership.
3. Registration takes place through the submission of a membership registration form on the website: <https://www.custodiathehague.com>. The form includes at minimum the following information:
  - a) Full Name;
  - b) Programme + Year (BSc Security Studies or MSc Crisis and Security Management);
  - c) Email;
  - d) Address;
  - e) Phone number.
4. The Board may request that the information provided in the form be substantiated by sound evidence.

5. Membership is obtained by a decision of admission taken by the Secretary on behalf of the Board. The Secretary cannot arbitrarily refuse membership to anyone, in which case the Board decides whether to admit them.
6. Once admission has been approved, the costs of annual membership can be fulfilled.
7. The cost of annual membership is set at Fifteen Euros (€15).
8. Amendments to the cost of annual membership are determined by the General Assembly and will only go into effect at the beginning of the next Association Year.

#### Article 9. Membership Rights and Obligations

1. In addition to the obligations set out in the Statutes, all Regular Members have the rights and obligations as set out below:
  - a) Upon joining they are entitled to receive a copy of the Statutes and Policy Manual;
  - b) They have the right to participate in events;
  - c) They have the right to participate in debates and votes in the General Assemblies;
  - d) They have the right to access discounts arranged by the Association with third parties;
  - e) They have the right to apply to become a member of a Committee;
  - f) They have the right to apply to become a member of the Board;
  - g) They have the right to submit proposals, complaints and wishes to the Board. The Board is obliged to deal with or investigate these as soon as possible or to have them dealt with or to have them investigated and to report the result of the treatment and/or the investigation to the member who submitted the proposal, complaint or wish;
  - h) They have the duty to inform the Board of a change of address;
  - i) They are obliged to pay the contribution on time;
  - j) They are obliged to comply with the regulations of the Association, as well as with guidelines issued by the Board or Committees, in addition to the regulations of Leiden University.

#### Article 10. (Deregistration of Membership)

1. Should a Member want to deregister and annul their membership, this can be done up to four weeks prior to the end dates listed per cohort in Article 8.1. This is done through sending an email to the Secretary: [secretary@custodiathehague.com](mailto:secretary@custodiathehague.com).

#### Article 11. (Suspension of Membership)

1. Pursuant to Article 6.4 of the Statutes, the Board can revoke the membership of a Member, should they violate the Statutes, Policy Manual, or Protocols of the Association. The concerning member must be informed about the revocation as soon as possible. They can appeal during the General Assembly. Until such a General Assembly has been organised the Member shall be suspended.
2. Pursuant to Article 6.6 of the Statutes, the Board can suspend a Member for a maximum period of six (6) months, should they violate the Statutes, Policy Manual, or Protocols of the Association. The concerning member must be informed about their suspension as soon as possible. They can appeal during the General Assembly. Until such a General Assembly has been organised the Member remains suspended.
3. Prior to the Board's decision to suspend or sanction a Member, a mediation between the Confidential Contact Person, two Board Members and the Member under consideration for revocation or suspension must have taken place.
4. In all cases the Member will still owe the annual costs of membership.

#### Article 12. (Termination of Membership)

1. Membership is terminated at the end of the Association Year for which a Member has requested de-registration.
2. Membership is terminated if the General Assembly decides upon the revocation of membership as detailed in Article 11.2.
3. Membership is terminated in the case that a member passes away.

### **General Assemblies**

#### Article 13. (Call for General Assemblies)

1. The Board shall organise at least four (4) General Assemblies per Association Year.
2. Pursuant to Article 16.2. of the Statutes, the first General Assembly (hereafter referred to as the 'Change of Boards GA' will be organised within six (6) weeks following the 1st of September. The following topics are to be on the agenda of this Change of Boards GA:
  - a) The end of year report;
  - b) A vote on the report;
  - c) A vote to approve the switch of boards;
  - d) The presentation of the Board's Policies for the Association Year;

- e) A vote on the Board's Policies;
  - f) A presentation of the Budget Proposal for the Association Year;
  - g) A vote on the budget proposal;
  - h) The presentation of the Confidential Contact Person;
  - i) A vote to affirm the Confidential Contact Person.
3. The second General Assembly (hereafter referred to as the 'Installation GA') will be organised in September or October. The following topics are to be on the agenda of this Affirmation GA:
- a) The installation of the Committees.
4. Pursuant to Article 16.3. of the Statutes, the third General Assembly (hereafter referred to as the 'Interim GA') will be organised within two (2) months following the fifth (5) month of the Association Year. The following topics are to be on the agenda of this Interim GA:
- a) The interim report of the Board,
  - b) The presentation of the Financial Report to close the Financial Year;
  - c) A vote on the report;
  - d) The current realisation of the budget;
  - e) The current state of affairs regarding the Association.
5. The fourth General Assembly (hereafter referred to as the 'Affirmation GA') will be organised in either May or June. The following topics are to be on the agenda of this Affirmation GA:
- a) The current state of affairs regarding the Association;
  - b) The current realisation of the budget;
  - c) A presentation of the Candidate Board for the next Association Year;
  - d) A vote on the members of the Candidate Board.

#### Article 14. (Invitation)

1. The call for a General Assembly must be announced to the Members at least fourteen (14) days in advance in the form of a written invitation. The Board may further announce the General Assembly in any way they find suitable.
2. The documents for the General Assembly, being the preliminary agenda, minutes of the previous General Assembly and/or any other documents, must be sent to the Members at least seven (7) days in advance.

#### Article 15. (Presiding Officer)

1. The Chairperson of the Board presides over the General Assembly.

2. Should the Chairperson be absent during a General Assembly, the Vice President will chair the General Assembly.
3. The Secretary takes of the minutes during the General Assembly. Should the Secretary be unavailable to take the minutes, the Chair of the General Assembly may appoint another Member to take the minutes.

#### Article 16. (Voting)

1. Every Member has one vote during the General Assembly.
2. The Chairperson decides on the voting procedures in line with what is prescribed in the Statues.

#### Article 17. (Proxy Voting)

1. Prior to the General Assembly, Members who are unable to be present are permitted to authorise another other member to vote on their behalf.
2. A Member can designate their proxy by emailing the Secretary at least 24 hours before the General Assembly for which the proxy is being designated with the following information:
  - a) Full name of the Member designating the proxy;
  - b) Full name of the designated proxy;
  - c) Date for the General Assembly for which the proxy is designated;
  - d) Signature of the member designating the proxy.
3. A Member may revoke a proxy at any time by emailing the Secretary.
4. A proxy voter must identify themselves to the Secretary prior to the start of the General Assembly.
5. A designated proxy must accept the responsibility and be willing to vote in accordance with the instructions provided by the member designating the proxy.
6. Proxy voters must during non-verbal votes maintain the confidentiality of the member's voting instructions and the content of the vote.
7. As per Article 14.2 of the Statutes a Member may only hold two (2) proxy votes.

#### Article 18. (Member Resolution)

1. Members have the right to submit Member Resolutions which must be submitted at least seven (7) days prior to the next scheduled General Assembly.
2. The Member Resolution must be submitted in writing to the Secretary using the template established by the Board and made available through the website.

3. Upon submission the Board shall review the Member Resolution and append a memorandum detailing its position on the resolution.
4. Upon submission the Supervisory Board shall review the Member Resolution and append a memorandum detailing its position on the resolution.

## **Board**

### Article 19. (Composition)

1. The Board must consist of at least three members, namely a Chairperson, a Treasurer, and a Secretary, all of whom need to be of age.
2. In addition, the Board has three additional positions, those being:
  - a) The Head of Internal Affairs;
  - b) The Head of External Affairs;
  - c) The Head of Master Affairs.
3. The Board has a Vice Chair. The Vice Chair functions as an additional duty to one of the aforementioned positions. The Vice Chair supports the Chairperson and acts in their stead should they be unavailable to carry out their duties.
4. Should the Board be unable to fill all the positions, the Board shall cover the duties of the vacant position.

### Article 20. (Duties of the Board & Voting)

1. Without prejudice to the relevant provisions in the Statutes, elsewhere in the Policy Manual or the Protocols, the duties of the Board include:
  - a) The general management of affairs of the Association;
  - b) The implementation of the decisions taken by the General Assembly;
  - c) Supervising compliance with the Statutes, Policy Manual, and Protocols;
  - d) Appointment, dismissal, and suspension of persons working for the Association.
2. The Board shall make efforts to meet at least once per week. However, the Board can meet as often as one or more of the Board Members deems necessary. The agenda must be drafted by the Board Member who initiated the meeting. Board Members may add points to the agenda.
3. A board meeting is authorised to make decisions if the majority of the Board members are present. Voting on matters is done verbally.
4. The Board decides with an absolute majority of the votes validly cast by all Board Members present or represented at the meeting

5. The Board may also pass decisions outside a meeting, provided that this is done in writing, all Board Members are aware of the decision to be taken, none of them objects to this manner of decision-making and the decision is passed with an absolute majority of the votes validly cast.
6. Each Board Member is entitled to cast one vote. The Board Member may have themselves represented by another Board Member by written proxy.
7. If, in a vote on business, the votes are tied, then the matter is rejected for the time being until the General Assembly decides.
8. The Secretary draws up minutes of the proceedings at each meeting of the Board.

#### Article 21. (Duties of the Board Members)

1. Without prejudice to the relevant provisions in the Statutes, elsewhere in the Policy Manual or the Protocols, the duties of each position on the Board are listed below.
2. Tasks of the Chairperson:
  - a) Lead and supervise the entire Association;
  - b) Act as the spokesperson at all official representations, unless they have delegated this task to another Board Member;
  - c) Preside over all board meetings;
3. Tasks of the Treasurer:
  - a) Manage the funds of the Association;
  - b) Ensure the collection of the monies due to the Association and take care of all expenses approved by the Board and the General Assembly;
  - c) Keep a record of all receipts and expenses;
  - d) Conduct correspondence insofar as it relates to the performance of the tasks of the Treasurer, sign all documents issued from them, be obliged to keep copies, and keep incoming documents;
  - e) Report to the General Assembly on the financial situation, including the balance sheet and the statement of income and expenditure with an explanation of the past Financial Year and a budget for the coming Association Year.
4. Tasks of the Secretary:
  - a) Taking the minutes of board meetings and the minutes of the General Assembly.
  - b) Conduct correspondence on behalf of and in consultation with the Board, sign all documents issued by them, be obliged to keep copies thereof and to keep them as well as the documents received;



- c) Administrate the archive and the inventory of goods that have been entrusted to them by the Association;
  - d) Ensure convening of General Assemblies;
  - e) Ensure announcements of changes or additions to the Statutes, Policy Manual, or Protocols;
  - f) Maintain the membership database;
  - g) Oversee the Media Committee and manages the social media channels.
5. Tasks of the Head of Internal Affairs:
- a) Oversee the First Year Committee, the Social Committee, the Sports Committee as well as the Travel Committee.
  - b) Deal with requests from their committees and communicate them to the Board, and communicate responses from the Board to the committees;
  - c) Manage, facilitate, and maintain oversight of events for the committees under their responsibility.
6. Tasks of the Head of Master Affairs:
- a) Oversee the Master Committee;
  - b) Manage, facilitate, and maintain oversight of events for the committees under their responsibility.
  - c) Facilitate the organisation of collaborative events with other associations.
7. Tasks of the Head of External Affairs:
- a) Oversee the Acquisitions Committee as well as the Formal Committee;
  - b) Create strong links with external partners;
  - c) Maintain deals and offers with third parties;

#### Article 22. (Board Term)

1. A board term runs concurrently with the Association Year.
2. In the case that no Candidate Board pursuant to Article 18 can be affirmed before the end of the Association Year, the Board will remain in office until either a new Board is appointed, or the Association is disbanded.

#### Article 23. (Board Appointments)

1. When a Board nears the end of their term, they will begin the process of establishing a new Candidate Board.
2. A Candidate Board is selected by the Board. This process will include the submission of application letters and the conducting of interviews.

3. The Candidate Board will be presented at the Affirmation GA. The General Assembly must affirm each Candidate Board Member individually.
4. During the Change of Boards GA in the following Association Year, the Candidate Board switches positions with the Board, subsequently become the Board.

#### Article 24. (Board Transition)

1. The period between the Affirmation GA and the Change of Boards GA represents a transitional period between the Board and the Candidate Board.
2. The members of the Candidate Board may deputise on behalf of a member of the Board and take over their responsibilities to ensure the smooth functioning of the association.
3. Regardless of the Candidate Board taking over the responsibilities of an incumbent Board Member, the incumbent remains legally responsible to the carrying out of their board duties.

#### Article 25. (CCP)

1. The Board will select a Confidential Contact Person (hereafter referred to as the 'CCP') who must be appointed by the General Assembly.
2. The CCP shall serve a one-year (1) term and until they are discharged by the General Assembly.
3. Should the CCP be unable to fulfil their duties, the Board, in a General Assembly, may call for a vote for their discharge and present a new candidate for the position.
4. The tasks of the CCP are:
  - a) To be a listening ear for Members, Committee Members, and Board Members;
  - b) When necessary, organise meetings to resolve issues;
  - c) Take a mediating role in disputes within the Association.

### **Committees**

#### Article 26. (Definition)

1. A Committee organises events and activities in a specific area of interests.
2. The Association has the following Committees:
  - a) Acquisition Committee
  - b) First Year Committee;
  - c) Formal Committee;
  - d) Master Committee;
  - e) Media Committee;

- f) Social Committee;
  - g) Sports Committee;
  - h) Travel Committee.
3. Each Committee consists of at minimum three (3) individuals up to a limit of individuals that is subject to determination by the Board.
  4. Every Committee is supervised by a Board Member as determined by the Board.

Article 27. (Establishment)

1. A group of at least three (3) Regular Members have the right to submit a proposal to establish a new Committee.
2. The proposal must be submitted to the Board at least thirty-one (31) days prior to a scheduled General Assembly. The Board will include the proposal in the agenda for the next General Assembly.
3. The Board will have fourteen (14) days to review the proposal and decide whether to offer positive or negative non-binding advice to the General Assembly.
4. The submitters of the proposal have the right to present the proposal to the General Assembly.
5. The General Assembly must approve the establishment of the new Committee with a two-thirds majority of valid votes cast.

Article 28. (Dissolution)

1. Should a Committee fail to meet the obligations set out in Article 29 then the Board has the right to call for their dissolution at the next General Assembly.
2. The General Assembly must approve the dissolution of a Committee with a two-thirds majority of valid votes cast.

Article 29. (Dormancy)

1. Should no decision of dissolution be made by the General Assembly, yet the Committee continues to fail to meet its obligations as set out in Article 29, then the Board may call for the General Assembly to make the Committee dormant.
2. The Board may also call upon the General Assembly to make a Committee dormant if at least two-thirds of those in the Committee notify the Board in writing of their wish to make their Committee dormant.
3. A dormant Committee does not have any Working Members, is not eligible to receive funds from the budget, and may not organise any events.

4. A dormant Committee will exist in name only.
5. The dormant state of the Committee may be reversed by a decision of the Board.

#### Article 30. (Obligations)

1. All Committees are obliged to comply with Dutch law, the Statutes, this Policy Manual, and Protocols of the Association, along with any regulations by Leiden University.
2. All Committees are obliged to submit all planned financial proceedings in the form of Event Budget Reports to the Board Treasurer at least seven (7) days prior to the event. The Treasurer may permit exceptions to the deadline.
3. All Committees are obliged to take minutes of their meetings and make them accessible to the Board in the manner determined by the Board.

#### Article 31. (Committee Roles)

1. Each Committee should have a Chairperson, Secretary, and Treasurer.
2. Each Committee can have additional positions, namely a Vice Chair and one or more Assessors.

#### Article 32. (Committee Applications)

1. Applications for Committees are managed by the Board.
2. All Members who are offered a position within a Committee are required to sign the Working Member Guidelines as drafted by the Board and approved by the General Assembly.
3. Members who are offered a position within a Committee may operate in an acting capacity until their installation by the General Assembly.

### **Project Teams**

#### Article 33. (Project Teams)

1. Project Teams may be established by the Board to work for a specific period of time on specific events or issues.
2. Each Project Team shall have such members, and such duties and responsibilities, as the Board shall specify in the decision creating such Project Teams.
3. Project Teams may include persons who are not Members.

### **Financial Regulations**

#### Article 34. (Budget)

1. The Board is responsible for drafting an annual budget for the Association.

2. The budget is drawn up according to a structure of budget items.
3. The budget can only be amended with the approval of the General Assembly.

#### Article 35. (Audit Committee)

1. The Audit Committee checks all expenditures made by and under the responsibility of the Treasurer.
2. The Audit Committee can view and check the financial administration at any time. At minimum, the committee does twice a year prior to the presentation of Annual Financial Report at the Interim GA and the Interim Financial Report at the Affirmation GA.
3. The Audit Committee reserves the right to have the Board convene a General Assembly.
4. The Audit Committee shall consist of at minimum two (2) members. The committee can have a maximum of four (4) members.
5. The Board nominates the members of the Audit Committee and the General Assembly approves them.
6. Only Members may be nominated to the Audit Committee. With the exception of Board Members and Supervisory Board Members.
7. Members are encouraged to approach the Audit Committee with any irregularities they may have come across.

#### Article 36. (Interim and Final Reporting)

1. On behalf of the Board, the Treasurer is responsible for submitting an Annual and Interim Financial Report to the Audit Committee and the General Assembly.
2. A Financial Report must contain at minimum the balance, cashflow, the income and expenditure statement, and a budget update.
3. These reports must be presented to the Audit Committee for inspection at least two (2) weeks before the Interim and Affirmation General Assemblies. The inspection happens without the presence of a board member.
4. The Audit Committee reports on its findings in the Annual and Interim Financial Report. This report is reviewed by a Board Member which does not have access to the Association's bank account prior to the General Assembly.
5. The Audit Committee reserves the right to speak on its report at the General Assembly.
6. The Audit Committee may ask the Treasurer to for a bank statement.

#### Article 37. (Reimbursements and Declarations)

1. In principle, no Member shall receive financial reimbursements for their work for the Association.
2. Declarations from Members are submitted to the Treasurer using the declaration form.
3. No reimbursement will be approved without an original receipt or invoice.
4. In principle, reimbursements will be processed within fourteen (14) days of receipt of the correctly completed declaration form.
5. Personal expenditure declarations will only be approved if this reimbursement has been requested in advance from the Treasurer and is included as part of the budget.
6. If members make materials available to the Association, this is done at their own risk. Compensation for damage or loss is in principle only made after approval by the General Assembly.
7. Any (traffic) fines, claims, (injury) damage caused during the participation or organisation of an activity or event will be borne by the perpetrator(s) and not by the Association. The General Assembly may decide otherwise in exceptional cases. However, fines are excluded from the exception.

#### Article 38. (Compliance Financial Policy)

1. The Audit Committee checks whether the accounting and the policy of the Board comply with all the financial provisions stated in the Policy Manual.
2. The Audit Committee will include in its report a recommendation on the approval of the balance sheet and profit and loss account and the granting of discharge of the Treasurer.
3. The Financial Year can only be closed following the granting of the discharge to the Board after approval of the balance sheet and profit and loss account by the General Assembly.

#### Article 39. (Reservations)

1. The Treasurer shall identify reserve funds to support the financing of large events or other financial obligations based on the association's strategic plans and anticipated future activities.
2. Reserve funds shall be established through a formal resolution by the General Assembly, specifying the purpose, target amount, and duration of the reserve fund.
3. The Treasurer shall allocate funds to the reserve fund in accordance with the established resolution. Allocation of funds to the reserve fund shall be based on the association's financial capacity, taking into consideration other financial obligations and commitments.
4. Reserve funds shall only be utilized for the purpose for which they were established.

5. Requests for the use of reserve funds must be submitted to the Treasurer. The Board shall review and approve requests for the use of reserve funds based on their alignment with the association's strategic objectives and financial sustainability.

## **Protocols**

### Article 40. (Status of Protocols)

1. The Board may draft Protocols to further detail specific regulations which affect the day-to-day operations of the Association.
2. The establishment of a Protocol must be approved by the General Assembly, any further amendments to the Protocol must also be approved by the General Assembly.
3. A Member may submit an amendment to an existing Protocol to the Board at least thirty-one (31) days prior to a General Assembly. The Board has fourteen (14) days to accept the amendment or revise it in collaboration with the Member. The (revised) amendment must be included in the preliminary agenda for the General Assembly. Should the Member disagree with the revisions made by the Board then both the original and revised amendments shall be submitted to the General Assembly.

## **Final Provisions**

### Article 41. (Policy Manual Amendments)

1. This Policy Manual can only be changed by a decision of the General Assembly, which has been called for with the announcement that amendments to Policy Manual will be proposed there.
2. At least fourteen (14) days before the General Assembly is held, a copy of the proposal, in which the proposed amendment is included verbatim, must be made available to the Members. At the very least, this must be done by including the amendment in the email sent to the members calling for a General Assembly.
3. A resolution to amend the Policy Manual requires an absolute majority of the valid votes cast.

### Article 42. (Statutory Amendments)

1. The Statutes can only be changed by a decision of the General Assembly, which has been called for with the announcement that amendments to Statutes will be proposed there.
2. At least fourteen (14) days before the General Assembly is held, a copy of the proposal, in which the proposed amendment is included verbatim, must be made available to the

Members. At the very least, this must be done by including the amendment in the email sent to the members calling for a General Assembly.

Article 43. (Miscellaneous)

1. Every Member must adhere to the regulations of the Association.
2. In cases not provided for in the regulations of the Association, the Board decides, subject to its accountability to the General Assembly.
3. The Association is not liable for illness, accidents, or damage of any kind, regardless of the cause. Members are responsible for their own safety and health at all times.
4. After adoption of regulations, the text will be made known to the members as soon as possible. These regulations and all subsequent amendments to these regulations come into force seven (7) days after the publication of an information statement containing the text of the regulations.