L.S.A. CUSTODIA

# Association Protocols

As proposed to the General Assembly on 07.10.2025

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# Preamble

1) These Articles and Chapters define the operational, procedural, and behavioral framework of Leiden Study Association Custodia (hereafter: “the Association”), serving as the primary source of regulation for internal affairs not already governed by the Statutes, the Policy Manual, or Board Policy Documents.
2) They affirm the Association’s commitment to a community rooted in inclusion, academic integrity, mutual respect, and accountability. These values are integral to Custodia’s identity and are upheld throughout all activities – whether physical, digital, or representative in nature.
3) These Chapters reflect the Association’s evolving institutional maturity and replace outdated and fragmented regulations with a consolidated, consistent, and legally sound framework.
4) For their legal authority, entry into force, amendment procedures, and supersession of previous regulations, see the Final Provisions of this document.

# Chapter 1 – Code of Conduct

**Article 1.1 – Purpose and Scope**

1) This Code of Conduct outlines the core values and behavioral expectations applicable to all Members and Participants in activities of L.S.A. Custodia (hereafter: "the Association").
2) This Code applies to all activities organized under the auspices of the Association, including but not limited to General Assemblies, Committee work, Events, meetings, online interactions, and public representation of the Association.
3) All Members and Participants – whether students, alumni, or guests – including the Board and Committee Members, share a collective responsibility to uphold and promote the principles set out herein.
4) This Code operates in conjunction with other binding instruments of the Association, including the Statutes, Policy Manual and Chapters of this document.

**Article 1.2 – Foundational Values**

1) The Association recognizes the importance of an inclusive, respectful, and academically grounded community. All Members are expected to act in accordance with the following principles:
    a) Respect – Treat all individuals with dignity, regardless of background, identity, or opinion.
    b) Inclusivity – Actively foster an open and welcoming environment for all Members and guests, regardless of race, gender, nationality, sexuality, religion, age, or ability.
    c) Academic Integrity – Refrain from plagiarism, dishonesty, or any conduct that undermines the academic mission of the Association or Leiden University.
    d) Responsibility – Accept accountability for one's actions and words and be mindful of their impact on others and on the reputation of the Association.
    e) Constructive Dialogue – Encourage critical engagement, respectful disagreement, and open exchange of ideas.
    f) Solidarity – Support fellow Members and promote cooperation between individuals, Committees, and Association bodies.

**Article 1.3 – Behavioral Expectations**

1) Members shall behave professionally and appropriately during all activities, meetings, and public representations of the Association.
2) Harassment, discrimination, intimidation, or any form of degrading treatment is strictly prohibited and may lead to disciplinary action under Chapter 2 (Disciplinary and Mediation Protocol).
3) Members shall comply with the instructions of Board Members, Committee Chairs, or designated supervisors during Association activities.
4) Members must respect personal boundaries and consent at all times, including in social and informal settings.
5) Members are expected to comply with Event-specific instructions, as outlined in Chapter 7 (Event and Participation Protocol).
6) Members shall refrain from excessive alcohol consumption and shall not use drugs during any Association Event, in accordance with Chapter 3 (Alcohol and Drugs Protocol).
7) The use of slurs, discriminatory language, or conduct undermining the integrity of the Association is incompatible with Membership obligations.
8) Committee Members share an enhanced duty to model respectful conduct and may be held accountable for upholding this Code during Events and initiatives under their coordination.

**Article 1.4 – Digital Conduct**

1) The values and expectations of this Code of Conduct apply equally to digital spaces, including internal WhatsApp groups, email communications, social media, and any other platform used by the Association or its Members.
2) Members shall not disclose confidential internal matters in public forums without prior authorization.
3) Photographic consent is governed by Article 7.8(5) of Chapter 7 (Event and Participation Protocol).

**Article 1.5 – Duty to Report and Cooperate**

1) Members who witness or experience behavior that may violate this Code of Conduct are encouraged to report the matter to a Board Member or the Confidential Contact Person (CCP).
2) Reports will be treated confidentially and with due process. The Board may initiate mediation or disciplinary action pursuant to Chapter 2 (Disciplinary and Mediation Protocol). Where a conflict of interest affects the Board's ability to act, the Supervisory Board Protocol applies.
3) Members are expected to cooperate with internal procedures, including investigations, mediation, or conflict resolution processes conducted by the Board or CCP.
4) Reports and associated documentation shall be retained as outlined in Article 8.6 of Chapter 8 (Final Provisions).

**Article 1.6 – External Representation**

1) Members representing the Association in external contexts—including visits to partner institutions, study trips, joint association Events, or media appearances—must conduct themselves in a manner that reflects positively on the Association.
2) Misconduct during external representation may result in removal from participation and further internal consequences.

**Article 1.7 – Enforcement and Sanctions**

1) Where informal resolution is not possible, or the behavior constitutes potential misconduct as defined in Chapter 2, Members are encouraged to file a formal report through the procedure described therein. All disciplinary measures shall follow the mediation procedure in Article 2.4 of Chapter 2 (Disciplinary and Mediation Protocol), unless the situation poses immediate harm or risk, in which case intervention is permitted before mediation.
2) Violations of this Code of Conduct may result in disciplinary measures as outlined in Chapter 2 (Disciplinary and Mediation Protocol), including but not limited to:
   a) Verbal or written warnings;
   b) Suspension from Events or Committees;
   c) Temporary or full suspension of Membership;
   d) Proposals to the General Assembly for revocation of Membership.
3) Sanctions are applied proportionally, following due consultation with the parties involved and, where appropriate, the Confidential Contact Person. Where a conflict of interest affects the Board's ability to act, the Supervisory Board Protocol applies in accordance with Article 8.7 of Chapter 8 (Final Provisions).

# Chapter 2 – Disciplinary and Mediation Protocol

**Article 2.1 – Purpose and Legal Scope**

1) This Chapter outlines the procedures for conflict resolution, mediation, and disciplinary measures within the Association.

**Article 2.2 – Definitions**

1) Member: Any Regular or Honorary Member of the Association.
2) Board: The incumbent Board of the Association.
3) CCP: The Confidential Contact Person, as defined in Article 25 of the Policy Manual.
4) Conflict: Any situation involving interpersonal tension, breach of conduct, or otherwise disruptive behavior that affects the operations or community of the Association.
5) Mediation: A structured conflict resolution process facilitated by the CCP and/or the Board.
6) Disciplinary Action: Any formal measure taken by the Board or General Assembly in response to violations of the Association's rules and regulations.
7) Sanctions: Measures imposed under disciplinary action, including suspension or revocation of Membership.

**Article 2.3 – Reporting and Initial Handling**

1) Members are encouraged to report violations of Chapter 1 (Code of Conduct) or other relevant Chapters to the Board or CCP as soon as reasonably possible.
2) Reports must be treated confidentially and handled with due process.
3) In accordance with Article 1.5 of Chapter 1 (Code of Conduct), the reporting Member must cooperate in any follow-up proceedings.
4) The Board shall document all reports and archive them securely.
5) Reports involving a conflict of interest with one or more Board Members shall be communicated to the Supervisory Board without delay. Procedures for involvement are outlined in Article 8.7 of Chapter 8 (Final Provisions).
6) This procedure may also be initiated in cases of Committee removal, at the request of the affected Member, in accordance with Article 4.8 of Chapter 4 (Committee Protocol).

**Article 2.4 – Mediation Procedure**

1) Before any disciplinary decision is taken, a mediation procedure must occur in accordance with Article 11.3 of the Policy Manual.
2) Mediation is facilitated by the CCP and two non-conflicted Board Members.
3) The Member concerned must be invited to a meeting and given the opportunity to explain their perspective.
4) The mediation team will assess whether the issue can be resolved informally or requires further action.
5) Minutes of the mediation must be retained by the Board and stored in a confidential file.

**Article 2.5 – Disciplinary Measures**

1) If mediation does not resolve the issue, the Board may, pursuant to Articles 11.1 and 11.2 of the Policy Manual and Articles 6.4 and 6.6 of the Statutes, impose sanctions.
2) Possible disciplinary measures include:
    a) Verbal or written warning;
    b) Suspension from specific Events or Committees;
    c) Suspension of Membership (up to 6 months);
    d) Proposal to the General Assembly for revocation of Membership.
3) Any suspension or revocation decision must be communicated to the Member in writing.
4) Suspensions take effect immediately but may be appealed at the next General Assembly.
5) During suspension, the Member retains no rights under Article 9 of the Policy Manual.
6) Any disciplinary measure more severe than a verbal or written warning must be reported to the Supervisory Board in writing as soon as reasonably possible after the decision is taken. The report

must include the sanction applied, the reason for the decision, and the procedural steps followed. Procedural obligations concerning this reporting are detailed in the Supervisory Board Protocol.

### Article 2.6 – Conflict of Interest in Disciplinary Matters

1) Any Board Member involved in a disciplinary or mediation procedure must declare any actual or perceived conflict of interest as early as reasonably possible.
2) A conflict of interest exists where a Board Member has a personal, relational, or professional connection to the Member under review, or where impartiality may reasonably be questioned.
3) Board Members with a conflict of interest:
   a) May not participate in mediation proceedings;
   b) Must abstain from deliberation and voting on the case;
   c) Shall not have access to confidential records concerning the procedure unless explicitly permitted for archival or technical reasons.
4) Where one or two Board Members are conflicted, the remaining Board Members deliberate and decide. Conflicted Members are recused and recorded in the minutes, which are submitted to the Supervisory Board for review.
5) If three Board Members are conflicted, the Board may deliberate and vote on the case, provided the Supervisory Board is notified in advance provides advisory confirmation. This procedure follows Article 8.7 of Chapter 8 (Final Provisions).
6) If four or more Board Members are conflicted, the matter shall be delegated in full to the Supervisory Board, pursuant to Article 8.7 of Chapter 8 (Final Provisions), which may also conduct or oversee further investigation and issue a binding decision in place of the Board.
7) All conflict declarations and procedural steps must be properly recorded in the Board minutes and communicated to the Supervisory Board, pursuant to Article 8.7 of Chapter 8 (Final Provisions).
8) If no Supervisory Board (as further specified in the Supervisory Board Protocol) is installed, or if it is unable to act, the Board must notify the General Assembly of the conflict and request that the Assembly decide on the case in question.

### Article 2.7 – Appeals and Oversight

1) Any Member under suspension or revocation may appeal the decision during the next General Assembly. Appeals are admissible only if the mediation procedure outlined in Article 2.4 of this Chapter has been attempted in good faith.
2) The Board is required to include the appeal on the agenda of the next General Assembly.
3) The General Assembly may overturn or affirm the Board's decision by absolute majority.
4) The Supervisory Board may issue an advisory opinion on the matter, which shall be presented alongside the appeal.

### Article 2.8 – Role of the Supervisory Board

1) The Supervisory Board may initiate an investigation into the conduct of a Member or Board Member if it receives credible reports of violations.
2) In cases where Board Members are implicated and impartiality is compromised, the Supervisory Board may temporarily assume responsibility for the disciplinary process. The scope and procedures for such assumption are governed by the Supervisory Board Protocol.
3) Any such action shall be documented and archived in accordance with Article 3 of the Supervisory Board Protocol.
4) The Supervisory Board shall receive and archive all disciplinary decisions reported by the Board pursuant to Article 2.5(6) of this Chapter. It may issue advisory notes or initiate further review if procedural irregularities or concerns are identified.

### Article 2.9 – Confidentiality and Documentation

1) All information gathered during mediation and disciplinary proceedings shall remain confidential and accessible only to the involved parties, the Supervisory Board, and the CCP.
2) Reports shall be handled and stored in line with Article 8.6 of Chapter 8 (Final Provisions).
3) Members may request access to personal data held in disciplinary files, subject to redaction of third-party information.

# Chapter 3 – Alcohol and Drug Protocol

**Article 3.1 – Purpose and Scope**

1) This Chapter establishes the rules and expectations concerning the use of alcohol and drugs within all activities and Events organized or co-organized by the Association.

**Article 3.2 – General Principles**

1) Custodia is committed to providing a safe, respectful, and responsible community environment for its Members and Event Participants.
2) Members are expected to behave in accordance with Chapter 1 (Code of Conduct).
3) All use of substances must comply with Dutch law, including but not limited to the *Opiumwet* and the Alcohol Licensing and Catering Act (Drank- en Horecawet).
4) This Chapter applies to all Members and, where applicable, to non-Members participating in Association Events. For non-Members, the Board is authorized to decide on exclusion from current or future Events. Such exclusions may be temporary or permanent, as reasonably decided by the Board.

**Article 3.3 – Alcohol Regulations**

1) Following regulations apply to Minors:
   a) Members under the age of 18 shall refrain from purchasing, possessing, or consuming alcoholic beverages.
   b) Minors shall not be offered alcohol by any Member or Participant.
2) Following regulations apply to serving alcohol:
   a) Alcohol may only be served to Participants who can demonstrate they are of legal drinking age with valid identification.
   b) Serving alcohol to minors is strictly prohibited.
3) Following Regulations apply to the consumption of alcohol:
   a) Excessive or disruptive drinking will not be tolerated.
   b) Members are expected to consume responsibly and support others in doing so.

**Article 3.4 – Drugs Regulations**

1) L.S.A. Custodia maintains a strict zero-tolerance policy regarding drugs listed under the *Opiumwet* (Lists I and II).
2) Members found in possession of or under the influence of such substances at Custodia Events will be excluded immediately.
3) If deemed necessary, the Board may inform Leiden University and/or the police.

**Article 3.5 – Responsibilities of Members and Organizers**

1) Members must ensure their behavior does not endanger themselves or others.
2) Event organizers and Supervising Board Members are responsible for monitoring compliance with this Chapter.
3) If a Participant appears to have consumed excessively, organizers must take appropriate steps, such as removing them from the Event or arranging assistance.

**Article 3.6 – Enforcement**

1) Initial Intervention: Violations of this Chapter shall be addressed in the first instance by the Supervising Board Member or designated organizer.
   a) Immediate Measures: These may include:
   b) Removal from the Event;
   c) Denial of further participation in the Event;
   d) Best effort arrangement of safe transport if reasonably possible.
2) Incident Report: The Supervising Board Member shall submit a written incident report to the Board within 48 hours, including all relevant details and measures taken. Reports are processed in line with Article 8.6 of Chapter 8 (Final Provisions) and retained only as long as strictly necessary for

disciplinary proceedings. The Secretary, as custodian of the Association archive, holds final responsibility for secure storage of incident reports .

3) Board Assessment: The Board reviews the report and determines whether further disciplinary measures are required under the Statutes, the Policy Manual, and Chapter 2 (Disciplinary and Mediation Protocol). The Member concerned shall be informed in writing of any follow-up procedure.
4) Supervisory Board Role: In cases involving a conflict of interest of the Board, the matter shall be referred to the Supervisory Board, pursuant to Article 8.7 of Chapter 8 (Final Provisions).
5) The authority to impose final disciplinary measures remains vested in the Board and the General Assembly, in line with the Statutes, Policy Manual, and Chapter 2 (Disciplinary and Mediation Protocol).

### Article 3.7 – Special Provisions for Minors

1) All minors joining the Association shall be explicitly informed of these rules upon registration.
2) All obligations are integrated into this Protocol and binding upon registration.

# Chapter 4 – Committee Protocol

**Article 4.1 – Purpose and Scope**

1) This Chapter regulates the structure, functioning, and oversight of all Committees of the Association, as well as the establishment and operation of Project Teams.

**Article 4.2 – Definition and Purpose of Committees**

1) A Committee is a permanent body of the Association tasked with organizing Events and activities within a designated field of interest.
2) The permanent Committees of the Association are:
   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 contributes to the Association's long-term goals as defined in the Statutes (Art. 2) and Policy Manual (Art. 26–30), with a focus on academic, professional, and social development.

**Article 4.3 – Oversight and Responsibility**

1) Each Committee falls under the supervision of the Board Member designated in the Policy Manual (Art. 21).
2) The Supervising Board Member shall ensure that Committees operate in compliance with Dutch law, the Statutes, the Policy Manual, and the Protocols of the Association as outlined in this document.
3) The Board retains the right to intervene in Committee affairs if deemed necessary for the protection of the Association's integrity or interests.

**Article 4.4 – Committee Composition and Role**

1) Each Committee consists of a minimum of three (3) Members. The maximum number of Members may be determined annually by the Board.
2) The Board appoints Committee Members to the roles of Chairperson, Secretary, Treasurer and Assessor. These appointments take immediate effect to allow the Committee to operate, but remain provisional until confirmed by the General Assembly pursuant to Article 32 of the Policy Manual and Article 16 of the Statutes.
3) In addition to the above, the Board shall appoint a Vice-Chair for each Committee. This position may either be:
   a) an additional role held concurrently by the Treasurer or Secretary, or;
   b) an independent position within the Committee, separate from the other offices.
4) The Vice-Chair supports the Chairperson in leadership tasks and acts in their stead when they are unavailable. The Board is encouraged to consider workload balance when designating this role.
5) Committee members are expected to attend all meetings and Events of their Committee unless a valid excuse is provided to the Chairperson.
6) Should the General Assembly reject the installation of a provisionally appointed Committee Member, all decisions and actions undertaken by that Member prior to the GA remain valid unless explicitly annulled by the Board or General Assembly.

**Article 4.5 – Obligations of Committees**

1) Committees are required to:
   a) Submit Event proposals, including budgets, to the Board within the deadlines set in Chapter 7 (Event and Participation Protocol).

   b) Keep minutes of all meetings and make them available to the Supervising Board Member.
   c) Abide by all policies and protocols of the Association, including Chapter 7 (Event and Participation Protocol) and the Privacy Statement when handling personal data for Event registrations or other activities.
2) Committees must actively contribute to the evaluation of their Events and activities, using the evaluation tools provided by the Board.
3) Each outgoing Committee must provide a proper handover, including documentation and/or a meeting with their successors.
   a) The Board may provide handover templates and standards, which outgoing Committees are expected to follow.

**Article 4.6 – Establishment and Dissolution of Committees**

1) Proposals for establishing new Committees shall follow the procedure set out in Article 27 of the Policy Manual.
2) Dissolution or dormancy of Committees shall follow the provisions of Articles 28 and 29 of the Policy Manual.
3) Committees declared dormant may only resume operations following a decision of the Board, in accordance with the Policy Manual.

**Article 4.7 – Project Teams**

1) Project Teams are temporary bodies established by the Board to work on specific Events or initiatives (Policy Manual, Art. 33).
2) Project Teams are considered lesser bodies than Committees and operate under the authority of the Supervising Board Member.
3) Project Teams may consist of both Members and non-Members, as determined by the Board.
4) The Board appoints the Coordinator of each Project Team, as well as all other Members, in the same decision that establishes the Project Team. The Coordinator serves as the contact person with the Supervising Board Member.
5) Project Teams have no independent budget; all financial decisions are subject to prior approval of the Board Treasurer.
6) Project Teams are dissolved upon the completion of their mandate or by decision of the Board.

**Article 4.8 – Accountability and Conduct**

1) All Members of Committees and Project Teams are subject to Chapter 2 (Disciplinary and Mediation Protocol) in cases of misconduct, non-performance, or conflict.
2) The Board may suspend or remove a Member from a Committee or Project Team if their actions are incompatible with the values or obligations of the Association, pursuant to Article 6 of the Statutes and Article 11 of the Policy Manual.
3) Members removed from a Committee on the grounds of misconduct may request formal review through the procedure defined in Chapter 2 (Disciplinary and Mediation Protocol).

# Chapter 5 – Committee Application Protocol

**Article 5.1 – Purpose and Scope**

1) This Chapter regulates the application, interview, and selection procedure for all Committees of the Association.
2) It applies to all Members of the Association who are eligible to join Committees pursuant to the Statutes and Policy Manual.
3) This Chapter does not apply to the appointment of Project Teams, which follow Article 4.7 of Chapter 4 (Committee Protocol) and Board discretion per Article 36 of the Policy Manual.

**Article 5.2 – Application Procedure**

1) Applications may be submitted in one of two ways:
   a) Online application form made available by the Board through the Association's website or other designated platform. The form may contain separate fields for all required information; or
   b) Application letter submitted digitally to the Board.
2) Each application must include the following information, whether through the form or letter:
   a) Full name;
   b) Study programme (B.Sc. Security Studies, B.Sc. Cybersecurity & Cybercrime, or M.Sc. Crisis and Security Management);
   c) Desired Committee(s) and position(s);
   d) A motivation statement.
3) Only Regular Members in good standing (Membership paid and active) may apply.
4) The Board must openly announce the application deadline in written form to all Members of the Association at least seven (7) days before the deadline.
   a) Any extensions to the deadline must also be communicated transparently to all Members.
   b) Individual exemptions from the deadline may only be granted under exceptional circumstances by the Board, and only to the extent strictly necessary.
   c) All such exemptions must be recorded in the Board minutes and communicated to the Supervisory Board.

**Article 5.3 – Interview Procedure**

1) Applicants will be invited to an interview only after their completed application (via form or letter) has been received and reviewed by the Board.
2) Two-person panel rule: Interviews are conducted by at least two Board Member(s):
   a) The overseeing Board Member(s) responsible for the relevant Committee(s); and
   b) One additional Board Member, determined as follows:
   c) The Board Treasurer for applicants to the role of Committee Treasurer;
   d) The Board Secretary for applicants to the role of Committee Secretary;
   e) The Board President for applicants to the role of Committee Chair;
   f) For all other cases, any other Board Member without a conflict of interest may serve as the second interviewer.
3) A third Board Member will join the interview if:
   a) The applicant is applying for multiple Committee(s) or position(s) simultaneously, requiring more than two overseeing Board Members; or
   b) Both required interviewers have declared a conflict of interest. In this case, a neutral Board Member will serve as note-taker.
4) For every interview, one Board Member will be assigned note-taking responsibilities. This Board Member must not have a conflict of interest with regard to the applicant.
5) Where an excessive number of conflicts of interest exist within the Board such that impartial interviewing cannot be guaranteed, the Supervisory Board may be requested to co-participate in or lead the interviews. In such cases, at least one Supervisory Board Member will join the interview panel, and if necessary, may replace conflicted Board Member(s) as interviewer(s). Participation by the Supervisory Board shall follow Article 8.7 of Chapter 8 (Final Provisions).

6) Master's students of the February cohort who joined the Master Committee during the February application round may request to remain in the Master Committee without reapplying during the September application phase.
   a) The student must notify the Head of Master Affairs of their intention to remain.
   b) The Board must approve this request before the exemption from the proper application procedure takes effect.
   c) This exemption applies only until the end of the relevant academic year.
7) The Board may, if necessary, appoint Board Member(s) as chairs of the Committee(s) they oversee. In this case, Board Members are fully exempt from application requirements.
8) The interview shall cover:
   a) Applicant's motivation;
   b) Availability and workload capacity;
   c) Suitability for specific position(s);
   d) Expectations of teamwork and adherence to Custodia's rules.
9) Notes are taken during all interviews and retained in the Board archive.

**Article 5.4 – Conflict of Interest**

1) Board Member(s) must disclose any real or perceived conflict of interest at the start of the application procedure.
2) A conflict exists if a Board Member has a personal, relational, or professional interest that may impair impartial judgment.
3) Board Member(s) with a conflict of interest may participate in interviews but cannot serve as note-taker(s).
4) Conflicted Board Member(s) must abstain from participation in deliberations and voting on the application(s).

**Article 5.5 – Decision-Making**

1) Following interviews, the Board deliberates on application(s).
2) Any Board Member with a declared conflict of interest must recuse themselves from the meeting during deliberations and voting.
3) The following rules apply:
   a) One or two Board Member(s) with conflicts of interest: The remaining Board Member(s) decide. The recusals are noted in the minutes, which are submitted to the Supervisory Board.
   b) Three Board Members with conflicts of interest: The Board may take a decision, but the Supervisory Board must provide advisory confirmation under Article 8.7 of Chapter 8 (Final Provisions) and may review the fairness of the interview process. If necessary, the Supervisory Board may co-participate in future interviews in that application round.
   c) Four or more Board Members with conflicts of interest: The decision is delegated to the Supervisory Board, which may also co-participate in or lead the relevant interviews pursuant to its own Protocol.
4) All decisions are taken by absolute majority of non-conflicted Board Members present, or, where delegated, by the Supervisory Board.
5) Outcomes are recorded in the minutes and communicated to the Supervisory Board.

**Article 5.6 – Communication with Applicants**

1) Applicants will be notified in writing of the outcome of their application.
2) The notification will include only the Committee(s) and respective positions(s) offered to the applicant and the relevant next steps.
3) Applicants will not be informed of any internal conflicts of interest or Board deliberations.

**Article 5.7 – Installation of Committees**

1) Selected applicants are considered *acting Committee Members* until their installation at the General Assembly, in accordance with the Policy Manual.

# Chapter 6 – Board Protocol

### Article 6.1 – Purpose and Scope

**1)** This Chapter regulates the workings of the Board and conduct of the Board Members of the Association.

### Article 6.2 – Conduct and Duties of Board Members

1) Board Members are expected to fulfil their role in accordance with the Statutes, Policy Manual, and all Protocols of the Association as outlined in this document.
2) Board Members are further bound by the mandate laid out in their Board Policy Document, as approved by the General Assembly.
3) Upon installation, Board Members are deemed to have accepted these responsibilities.

### Article 6.3 – Ancillary Activities

1) Board Members are permitted to engage in ancillary activities outside their position within the Association, provided these do not interfere with their obligations or create a conflict of interest with the work or interests of L.S.A. Custodia.
2) Ancillary activities that must be disclosed include, but are not limited to:
    a) Paid or unpaid roles in other study associations, student organizations, or university-affiliated bodies;
    b) Employment, internships, Board Memberships, or consultancy roles involving partners, sponsors, or institutions that engage with the Association;
    c) Political, professional, academic, or advocacy roles that may compromise the Board Member's impartiality, credibility, or availability in fulfilling their duties;
    d) Any other affiliation or responsibility that may reasonably be perceived to hinder the proper execution of Board responsibilities or undermine the integrity of the Board.
3) Board Members must report such activities to the Supervisory Board by written notice as soon as reasonably possible after assuming the activity. The Supervisory Board may, pursuant to its mandate under the Statutes and the Policy Manual, inform the General Assembly of the activity and/or take further action if deemed necessary. Consultation and escalation procedures follow Article 8.7 of Chapter 8 (Final Provisions).
4) Failure to report ancillary activities within a reasonable timeframe may constitute grounds for disciplinary action under the Statutes, including suspension or removal as outlined in Articles 6.4 and 6.6 thereof. Such actions may be taken by the General Assembly or the Supervisory Board, where such authority is granted.
5) If a Board Member becomes aware that a colleague has taken on an ancillary activity that falls within the scope of this Article but has failed to report it in a timely manner, they are expected to notify the Supervisory Board themselves.
6) The responsibility to disclose ancillary activities as described in this Article lies solely with each individual Board Member. In accordance with Article 6.6(2) of this Chapter, which designates the President as the primary liaison and the Vice-President as their replacement, this reporting duty is explicitly excluded from the liaison responsibilities of both. Neither shall be accountable for reporting undeclared ancillary activities on behalf of other Board Members.
    a) This liaison role does not shift the responsibility to disclose; however, the President and Vice-President remain individually responsible for disclosure if aware of violations under Article 6.3(5) of this Chapter.
7) Disclosures made to the Supervisory Board under this Article may be treated confidentially, unless the Supervisory Board determines that escalation to the General Assembly or public disclosure is necessary in accordance with its duties under the Statutes and Policy Manual.

### Article 6.4 – Conflicts of Interest

1) Board Members shall report any actual or perceived conflict of interest in matters under discussion or decision by the Board. Disclosure must occur as early as reasonably possible, preferably upon receipt of the meeting agenda and no later than the start of the deliberation.

2) Members with a conflict must recuse themselves from both discussion and voting. This must be recorded in the minutes. If the decision must be reported to the Supervisory Board, the nature of the conflict and recusal must be disclosed.
3) In case the recusal of several Board Members affects the possibility of the Board to reach quorum, any decisions on affected issues may be referred to the Supervisory Board upon their consultation.
4) For Committee-related matters, this Article operates in conjunction with Chapter 5 (Committee Application Protocol), particularly its Articles 5.3 to 5.5.
5) If three or more Board Members are conflicted, the Supervisory Board must be notified for advisory confirmation. This procedure operates in conjunction with Articles 2.6 of Chapter 2 (Disciplinary and Mediation Protocol) and 5.5 of Chapter 5 (Committee Application Protocol), which define additional rules for specific contexts.

### Article 6.5 – Board Transition Weekend

1) The Board Transition Weekend serves to ensure the effective transfer of knowledge and responsibilities between the outgoing and incoming Board, and to facilitate team cohesion.
2) The current Board shall organize the Transition Weekend following the Affirmation General Assembly and invite the Candidate Board to participate.
3) A budget article shall be allocated to cover accommodation and travel expenses for all Participants.

### Article 6.6 – Evaluation Weekends

1) Evaluation Weekends provide structured opportunities for collective and individual reflection, mid-term recalibration, and end-of-year assessment.
2) Two Evaluation Weekends shall take place: one between Semester 1 and 2, and one before the Transition Weekend.
3) A designated budget article shall cover accommodation and travel costs.
4) The Board is expected to assess its performance, internal collaboration, policy implementation, and strategic direction.

### Article 6.7– Event Supervision and Board Attendance

1) A Board Member is expected to be present at each Event organized by the Association. Attendance is mandatory for Events involving major external partners or stakeholders. For all other Events, absence is only permitted if no Board Member is available.
2) One attending Board Member must be designated as Supervising Board Member. This shall follow the order of:
   a) President,
   b) Vice-President,
   c) responsible portfolio holder,
   d) any other attending Board Member.
3) If the designated Supervising Board Member departs early, the role is transferred following the same order.
4) If no Board Member can attend, the Board may appoint a Regular Member as Supervising Member. This must be communicated in writing before the Event.
   a) The preferred order for such delegation is:
      i) Chair of the Organizing Committee;
      ii) Vice-Chair of the Organizing Committee;
      iii) Another Member of the Organizing Committee.
5) The Supervising Board Member may be reimbursed up to €25.00 for participation and travel costs outside The Hague. These expenses must be included in the Event budget.

### Article 6.8 – Liaison with the Supervisory Board

1) Decisions requiring approval, assessment, or notification to the Supervisory Board shall be submitted as soon as reasonably possible.
2) The President acts as primary liaison. If unavailable, the Vice-President assumes this role.
3) Another Board Member may be designated to communicate a decision if they held a leading role and the Board agrees to this delegation.

4) Communications must be in writing and stored in the Board archive. References to such decisions must also appear in the Board meeting minutes.
5) Communications shall be handled in accordance with the procedures defined in Article 8.7 of Chapter 8 (Final Provisions).

# Chapter 7 – Event and Participation Protocol

**Article 7.1 – Scope and Legal Standing**

1) This Chapter governs the organization, attendance, conduct, and supervision of Events held by or under the auspices of the Association.

**Article 7.2 – Definitions**

1) *Event* refers to any activity organized or co-organized by the Association or its Committees.
2) *Member* refers to a Regular or Honorary Member of the Association.
3) *Participant* refers to any individual attending an Event, regardless of Membership status.
4) *Organizing Committee* refers to the Committee formally responsible for the Event.
5) *Supervising Board Member* refers to the Board Member designated to oversee the Event in accordance with Chapter 6 (Board Protocol).
6) *External Partner* refers to any institution, organization, venue, or company outside of L.S.A. Custodia involved in the Event.
7) *Event Proposal* refers to the formal submission by a Committee outlining the purpose, location, date, time, access criteria and promotional needs of a proposed Event.

**Article 7.3 – Event Approval and Coordination**

1) All Events must be submitted for approval to the overseeing Board Member no later than fourteen (14) calendar days prior to the proposed date.
2) The Chair of the Organizing Committee is formally responsible for the submission of the Event Proposal.
3) Upon approval, the Organizing Committee's Secretary must register the Event in the digital Event calendar.
4) The registration must include all necessary promotional information, as outlined in the Committee Handbooks.
5) The Secretary of the Board must be informed of this registration to ensure smooth communication with the Media Committee.
6) A post-Event evaluation must be submitted by the Chair of the Organizing Committee to the overseeing Board Member within seven (7) calendar days after the Event.
7) The Board must approve the evaluation report and ensure its archival in the Board records.

**Article 7.4 – Financial Requirements**

1) A Budget Proposal must be submitted to the Treasurer at least seven (7) calendar days prior to any Event requiring Association funds by the Organizing Committee´s Treasurer.
2) No expenses may be incurred before budget approval is confirmed by the Treasurer.
3) Reimbursements shall only be processed in accordance with Article 37 of the Policy Manual.
4) All declarations must include original receipts and be submitted using the designated reimbursement form.

**Article 7.5 – Event Supervision**

1) Event supervision responsibilities shall follow Article 6.7 of Chapter 6 (Board Protocol).

**Article 7.6 – Registration and Access**

1) Event registration is generally processed on a first-come, first-served basis.
2) Each Event Proposal must designate the Event as either:
   a) Member-only; or
   b) Open (accessible to non-Members).
3) Additional restrictions may be proposed in the Event Proposal (e.g., limited to students from a specific programme).
4) If approved by the Board, such restrictions become binding for the Event.
5) All access conditions must be clearly and publicly communicated in advance of the Event.
6) Participants who do not meet the requirements may be excluded from the Event.

7) The Board reserves the right to invalidate registrations if a Participant knowingly provides false information regarding their eligibility for an Event. This may result in exclusion without refund.
8) The attendance obligations related to Event registration are further governed by Article 10a of this Chapter and by Article 44 of the Policy Manual.

**Article 7.7 – Cancellations and Refunds**

1) The deadline for cancellation must be set in the Event Proposal and clearly communicated.
2) After this deadline, a refund is only possible under the following conditions:
   a) A replacement from the waiting list is found; or
   b) The Participant finds a replacement who successfully completes payment.
3) For Events without external partners, the same principles apply.
4) Refund requests must be submitted to the Treasurer within seven (7) calendar days after the Event.
5) No refunds shall be granted for:
   a) No-shows;
   b) Partial attendance;
   c) Bulk purchases;
   d) Participants excluded for failing to meet clearly communicated eligibility requirements.
6) In exceptional cases, the Board may decide to grant an individual refund outside of the stated conditions, provided the request is justified and does not contradict this Chapter or the Association´s financial regulations.

**Article 7.8 – Behavior and Code of Conduct**

1) All Participants are expected to act respectfully and represent the Association appropriately.
2) Punctuality and appropriate dress are required, especially at formal or externally hosted Events.
3) Use of drugs is strictly prohibited. Alcohol consumption is only permitted in accordance with Dutch law and Chapter 3 (Alcohol and Drugs Protocol).
4) Consent, inclusivity, and safety are core principles. Harassment or inappropriate behavior will result in removal.
5) Photographs or videos may be taken for promotional purposes. Those who object must notify the Board in advance.

**Article 7.9 – Event Conduct and Safety**

1) All Participants must comply with instructions issued by the Board, Organizing Committee, or the Supervising Board Member during the Event.
2) Formal or externally hosted Events may require a specific dress code. If applicable, this must be clearly communicated in the promotional material. Participants may be denied entry if the dress code is not respected.
3) Participants must follow any rules or requirements set by the external venue, host institution, or partner organization.
4) Participants are expected to behave respectfully and professionally at all times. Disruptive, offensive, or unsafe conduct may lead to removal from the Event and further consequences as outlined in Chapters 1 (Code of Conduct) and 2 (Disciplinary and Mediation Protocol).
5) In case of an emergency or serious incident during an Event, Participants must follow safety instructions and inform the Supervising Board Member or Organizing Committee immediately.
6) Participation in certain Events may require valid identification or additional documents (e.g., passports for embassy visits). These requirements must be clearly communicated and are the responsibility of the Participant.
7) Participants are personally responsible for any damage caused by their actions. The Association reserves the right to recover costs where applicable.

**Article 7.10 – Liability and Insurance**

1) The Association accepts no liability for illness, accidents, injuries, fines, or damages incurred during Events.
2) Participation in any Event is entirely at the risk of the individual.
3) Participants are liable for any damage they cause during Events.

4) Participants are encouraged to ensure that they are adequately covered by personal insurance for accidents, travel, and liability when attending Events, particularly those involving travel or physical activity.

**Article 7.11 – Attendance and No-Show Policy**

1) By registering for an Event, a Participant commits to attending and to fulfilling any obligations communicated in advance, including payment, dress code, and punctuality requirements. The full regulations on Event attendance obligations, including no-show penalties, are summarized in this Chapter and elaborated in Article 44 of the Policy Manual.
2) Participants who are unable to attend must notify the Organizing Committee or the Board at least twenty-four (24) hours before the start of the Event, unless stated otherwise in the Event communication.
3) Unexcused failure to attend an Event for which a Member has registered constitutes a “no-show.”
4) Enforcement is overseen by the Board in accordance with Article 44 of the Policy Manual. In case of a conflict of interest, the procedure outlined in Chapter 2 (Disciplinary and Mediation Protocol) and Article 8.7 of Chapter 8 (Final Provisions).
5) Members are encouraged to familiarize themselves with the full regulations on Event Attendance Accountability as laid out in the Policy Manual.
6) Where consequences exceed administrative measures, disciplinary enforcement shall follow Chapter 2 (Disciplinary and Mediation Protocol).

**Article 7.12 – Data and Privacy**

1) Data collected for Event registration shall be handled in accordance with Article 8.6 of Chapter 8 (Final Provisions).
2) Participants may request access to or deletion of their data.

# Chapter 8 – Final Provisions

### Article 8.1 – Adoption and Entry into Force

1) This document with all its protocols shall enter into force seven (7) days after their approval by the General Assembly.

### Article 8.2 – Amendment Procedure

1) Amendments to these Protocols require approval by the General Assembly, in accordance with Article 40 of the Policy Manual.
2) Proposed amendments must be submitted in writing to the Board and included on the General Assembly agenda.

### Article 8.3 – Precedence and Interpretation

1) In case of contradiction between these Protocols and Dutch law, the Statutes of the Association, the Policy Manual, or the most recently adopted Board Policy Document shall prevail in that order.
2) Where interpretation is required, the Board may issue non-binding clarifications, subject to review by the Supervisory Board.

### Article 8.4 – Supersession of Previous Regulations

1) These Protocols replace and supersede all previously adopted protocols of the Association, with the exception of the Supervisory Board Protocol
2) The Statutes, the Policy Manual, the most recently adopted Board Policy Document, as well as the separately maintained Supervisory Board Protocol remain binding alongside these Protocols.

### Article 8.5 – Accessibility and Archiving

1) The Board is responsible for maintaining and distributing the most recent version of these Protocols.
2) A copy shall be stored in the official Association archive and made publicly accessible via the Association website.

### Article 8.6 – Data Protection and Privacy

1) All personal data processing under these Protocols shall be conducted in accordance with the Association's Privacy Statement and applicable Dutch and European privacy legislation, including the AVG (General Data Protection Regulation).
2) Data collected for disciplinary, event, or administrative purposes shall be stored securely, accessed only by authorized individuals, and deleted as soon as the purpose for collection has been fulfilled—unless otherwise required by law or internal accountability procedures.
3) Retention obligations under this Article also apply to record referenced in Chapters 2 (Disciplinary and Mediation Protocol), 3 (Alcohol and Drug Protocol) and 7 (Event and Participation Protocol).

### Article 8.7 – Referral to the Supervisory Board

1) Where these Protocols stipulate referral, escalation, or delegation to the Supervisory Board, such actions shall be executed in accordance with the Supervisory Board Protocol. This includes matters related to conflicts of interest, disciplinary procedures, appointment oversight, and general review authority.

2) Unless otherwise stated, the Board shall notify the Supervisory Board in writing and include the relevant documentation. Any procedural advisory or decision by the Supervisory Board shall be archived and handled with the same authority as internal Board resolutions.