

**Policy Manual**

**Leiden**

**Study**

**Association**

**Custodia**



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**Contents**

**1. General 03**

**2. Members 04**

**3. Board 05**

**4. General Assembly 06**

[5. Committees 07](#_Toc68868)

[6. Events 09](#_Toc68869)

[7. Alcohol & Drugs Policy 10](#_Toc68870)

## 1. General

*Article 1*

1. This Policy Manual is based on the statutes of L.S.A. Custodia, drafted on the 7th of March 2019.
2. The Policy Manual is meant as an addition and clarification of the statutes and may not be conflicting.
3. This Policy Manual discusses the daily affairs within L.S.A. Custodia

*Article 2*

1. The Policy Manual of L.S.A. Custodia can only be amended during the General Assembly.
2. The invitation to the General Assembly, during which the Policy Manual can / will be amended, must be sent out at least twenty-one days prior to the General Assembly.
3. The amendments to the Policy Manual must be communicated to the members at least seven days prior to the General Assembly.
4. The statutes can be changed on a yearly basis during a General Assembly.

*Article 3*

1. The financial year of L.S.A. Custodia runs from the 1st of September until the 31st of August.

## 2. Members

*Article 4*

1. Becoming a member of L.S.A. Custodia is possible twice during the financial year. You have two periods of registration, one follows the academic year of February cohort, the other follows the September cohort. Any days a member signs up later than the start of either period, are lost.
2. Registration takes place through our website: <https://www.custodiathehague.com>
3. The board has the final decision about who can become a member.

*Article 5*

1. The annual subscription costs are set at fifteen euros.
2. A change in the annual contribution can be determined by the board of the concerning financial year and must be voted for by the General Assembly.
3. The annual subscription costs can be fulfilled only through the payment link which is given during signup.

*Article 6*

1. A member can be suspended by the board for a maximum of six months, should he or she violate the statutes, policies, or rules of conduct, stated by either L.S.A. Custodia or Leiden University.
2. Article 6.1 does not apply to the situation described in Article 22.2 of this policy manual.
3. The board can also decide on other appropriate sanctions, should this be necessary in case of a violation of Article 6.1 mentioned above.
4. The board can decide to exclude a member from the association. The concerning member must be informed about this exclusion as soon as possible. He or she can appeal during the General Assembly. He or she still owes the annual subscription costs in case of exclusion.
5. In case of a situation described in Article 6.3, the board must convoke a General Assembly within the next four weeks.
6. If the board decides to sanction a member or exclude a member, mediation between a board member, the sanctioned individual and the appointed trust person must have taken place at least once.

*Article 7*

1. The membership of L.S.A. Custodia terminates when a member deregisters. This can be done up until four weeks before the end of the financial year.
2. Deregistration takes place by sending an email to the secretary of the board of L.S.A. Custodia: [secretary@custodiathehague.com](mailto:secretary@custodiathehague.com).
3. The membership will be terminated by the board in case of exclusion or passing away of the member.

## 3. Board

*Article 8*

1. The board of L.S.A. Custodia consists of at least three members.
2. The board has a Chairman, Secretary and Treasurer.
3. The current board has four additional positions, being Head of Internal Affairs, Head of External Affairs, Head of Master Affairs and Vice-President, while the Vice-Presidency functions as an additional duty to the previously mentioned positions on the L.S.A. Custodia board.

*Article 9*

1. A new candidate board is chosen by the current board by means of application letters and

interviews.

1. The candidate board will be presented during the last General Assembly. The General Assembly must vote for the candidate board.
2. During the first General Assembly of the new financial year, the current board switches positions with the candidate board.

*Article 10*

1. The board of L.S.A. Custodia will provide a trust person that is available for internal or external queries. The board will appoint this person during the first block of the academic year. It will present this person of trust during the first Interim General Assembly. The General Assembly must vote to accept the person of trust.

## 4. General Assembly

*Article 11*

1. General Assemblies are convoked by the board at least two times a year.
2. During the first General Assembly of the year, the following will be discussed:
   1. the end report of the board of the past financial year.
   2. a vote to approve or disapprove of this end report.
   3. A vote to approve the switch of boards.
   4. The presentation of the goals of the new board.
3. The General Assembly will be announced to the members at least fourteen days in advance.
4. The documents for the General Assembly, being the agenda, minutes of the previous General Assembly and any other documents, will be sent to the members at least seven days in advance.
5. During the last General Assembly of the year, the following will be discussed:
   1. the end report discussed by the chairman.
   2. the financial report discussed by the treasurer.
   3. the vote for the candidate board.

*Article 12*

1. Every member has one vote during the General Assembly.
2. Before the start of the General Assembly, members who will not be present are allowed to

authorize one other member to vote on their behalf.

1. A member can only be authorized by one person per General Assembly.
2. The chairman decides on the voting procedures.

*Article 13*

1. The chairman leads the General Assembly.
2. Should the chairman be absent during a General Assembly, either the vice-president, secretary or treasurer is tasked with leading the General Assembly.
3. The secretary keeps track of the minutes during the General Assembly.

# 5. Committees

*Article 14*

1. Each committee consists of three to seven members. With the exception of the Master Committee (see article 14, paragraph 7).
2. Each committee should have a chairman, secretary, and treasurer.
3. Each committee can have additional positions, namely a vice-chair and one or more assessors.
4. Applying for a committee is possible two times a year, at the start of the first and the second semester.
5. Committee members are chosen by means of application letters and interviews.
6. Every committee is supervised by an allocated board member.
7. The master committee can consist of up to ten members. As the master’s programme consists of two cohorts, this ensures solid transition of responsibilities once members of one cohort graduate. The Head of Master affairs appoints a chair from the new cohort as soon as he/she is appointed, who will take over the Head’s responsibilities once he/she graduates.

*Article 15*

1. Article 14 does not apply to the Financial Committee.
2. The Financial Committee consists of at least two members, and a maximum of four.
3. The Financial Committee is supervised by the Treasurer.
4. The Financial Committee can help the Treasurer with larger and more significant projects.
5. To maintain the integrity and independence of this committee during the review process, the review process will be done without presence of the Treasurer. The Financial Review Report will be constructed by the Committee members only.
6. The final report will be reviewed by a Board Member, which is not the Treasurer. Nor should the reviewing Board Member have access to the bank account.

*Article 16*

1. Every committee is expected to fully adhere to the committee manual possible.
2. Every event organized by a committee must be approved by the allocated board member.
3. Every committee is obligated to inform and update the allocated board member about the current state of affairs within the committee.
4. Every committee is encouraged to make a budget estimate for every event that requires financial support.

*Article 17*

1. In order to set up a new committee, it is necessary to have three to seven members willing to form the committee. With the exception of the Master Committee, see article 14.
2. The basic roles of chairman, secretary and treasurer always have to be included within the committee.
3. In order to set up a new committee, a set-up plan has to be communicated to the board, including the following: the type of committee, tasks of the committee, the amount of committee members, whether there is any interest in the committee.
4. A new committee can only become operational after the set-up plan has been approved by the board.

# 6. Events

*Article 18*

1. Every event organized by L.S.A. Custodia is open to all members, with the exception of some Master committee events. On occasion, and with the approval of the board, non-members will also be allowed to join events.
2. Costs for an event are decided by a committee. A difference can be made between members and non-members.
3. Registration for events takes place through our website: <https://www.custodiathehague.com>
4. Registration for events for which costs are included is completed once L.S.A. Custodia has received the payment.
5. For events with a limited number of spots, the committee can make use of a waiting list.

*Article 19*

1. Every member is expected to behave accordingly at every event organized by L.S.A. Custodia. We expect everyone to be respectful to all members and external partners.
2. Members are expected to always be on time when visiting external partners.
3. Members are expected to dress accordingly when visiting external partners. If applicable, the dress code will be announced at least 2 days in advance by the responsible committee or the Board.
4. Members are expected to contribute to tidying up rooms provided by the university once an event is done. This process is guarded by at least one board member present at an event.
5. Board members are mandated to remove a member if he/she does not act respectfully towards either members or external partners. If this happens, article 6, paragraph 6 applies.

*Article 20*

1. The committee and allocated board member set a deadline for cancellation of a registration. The deadline is communicated through a disclaimer at the event page, website, or newsletter.
2. For regulations with regards to cancellation, please refer to FAQ on our website.
3. The board is allowed to decide customary to specific situations. Should it ever be the case that a decision is taken which is not included in a protocol, members will be notified of such a decision.

# 7. Alcohol & Drugs Policy

*Article 21*

1. L.S.A. Custodia acts in accordance with the Dutch law with regards to alcohol.
2. All minors shall refrain from the use of alcohol. It is illegal to sell, serve or supply any alcoholic drinks to a minor.
3. When becoming a member, the minors agree with the rule to always respect and obey the association’s alcohol policy.
4. All members shall refrain from excessive drinking during any of our events.

*Article 22*

1. L.S.A. Custodia has a zero-tolerance policy on drugs. All drugs, even if they are allowed in the Netherlands, are strictly prohibited at our events.
2. The board and relevant committees will be on the lookout for drugs and will take further action when deemed necessary.
3. Members under the influence of drugs will be rejected from attending our events.

*Article 23*

1. All members who are caught breaking the rules regarding alcoholic beverages, will be immediately excluded from our event. If this happens, article 6, paragraph 6 applies.
2. All minors who are caught breaking the rules regarding alcoholic beverages, will be immediately excluded from our event. In addition, after considering the situation, the board may decide to refuse the violating member from attending any of our social events, until the violating member turns the legal drinking age.
3. All members who are caught with the use of drugs, will be immediately excluded from our event after which the member will not be part of the association anymore. In addition, if deemed necessary, the board may take further steps, including informing Leiden University or the police.

