

Study Association Sarphati

Internal Rules of Procedure

Please note: as Study Association Sarphati is situated in The Netherlands, where English is not an official language, the documents provided in Dutch are the official ones. To accommodate anyone who might not have sufficient knowledge of the Dutch language, this English translation is also provided. If you have any questions regarding the translated document, please contact the board of Study Association Sarphati.

Article 1 Advisory Council

Adopted at the General Members Meeting on February 14th, 2012, amended at the General Members Meeting on February 6th, 2016.

1. There is an Advisory Council. The Advisory Council advises the board on the functioning of the board and the association.
2. The board informs the Advisory Council about its work. To this end, the board and the Advisory Council meet at least three times a year. The chair of the board organises these meetings.
3. In addition to the meetings referred to in article 1.2, the board or individual board members may request advice from the Advisory Council as a whole, or form individual members of the Advisory Council.
4. The Advisory Council may request information from the board.
5. The Advisory Council may give unsolicited advice to the board.
6. The Advisory Council may request information and advise from the Audit Committee.
7. The Advisory Council has the right to request the board to convene a General Members Meeting. If the board fails to act on the request within the next fourteen days, the Advisory Council seeks to hold a General Members Meeting by any other means permitted.
8. The Advisory Council consists of at least three individuals. The Advisory Council loses its powers if it consists of less than three individuals.
9. If possible, one of the members of the Advisory Council has been a member of the board in the previous year, under the conditions that the entire board has been discharged and that there is a position available in the Advisory Council.
10. Members of the Advisory Council are appointed by co-option upon nomination by the board.
11. The Advisory Council is responsible for recruiting new members for the Advisory Council.
12. The duties of a member of the Advisory Board can end;
 - a. by death;
 - b. by their own resignation;
 - c. by being removed from their position by a majority of votes within the Advisory Council, on proposition of the board.

Article 2 Treasurer

Adopted at the General Members Meeting on May 15, 2012.

1. The treasurer is responsible for the finances of the association.
2. The treasurer proposes a budget, receiving advice from the Audit Committee, and seeks approval at the General Members Meeting.
3. The treasurer provides the General Members Meeting with a financial update, audited by the Audit Committee, twice a year.
4. The treasurer prepares annual accounts and a balance sheet by the end of the financial year. The annual accounts and balance sheet have to be approved first by the Audit Committee, after which the General Members Meeting is asked to approve these documents.
5. The board of the treasurer in question is discharged conditionally at the Board Change General Members Meeting. If the documents are approved during the Financial General Members Meeting, the board is automatically officially discharged.

Article 3 Existence of the Audit Committee

Adopted at the General Members Meeting on May 15th, 2012.

Purpose Audit Committee: The Audit Committee fulfils an important role within the association; the monitoring of the financial policy pursued. The main task of the Audit Committee is to audit the annual accounts. In addition, the Audit Committee gives solicited and unsolicited advise on the budget and the conducted financial policy. In order to provide the Audit Committee and the financial policy with a fixed framework, the following rules have been drawn up.

1. The Audit Committee is voted in again at each Financial General Members Meeting in September. In addition, any other General Members Meetings can be used to change the composition of the committee.
2. The current Audit Committee nominates itself or new members at the General Members Meeting. In addition, a member may nominate themselves as a member of the Audit Committee at the General Members Meeting. The General Members Meeting ultimately votes on the nominated composition.
3. The Audit Committee consists of at least three members.
4. To prevent any conflicts of interest, the Audit Committee may not comprise any current board members.
5. To prevent any conflicts of interest, members of the Audit Committee is not permitted to serve as treasurer of another committee, or make any expenses on behalf of a committee.
6. To prevent any conflicts of interest, the outgoing treasurer is not permitted to be part of the Audit Committee until their financial documents have been approved by the current Audit Committee.
7. The Audit Committee elects a chair and a supervisor creditors/debtors out of the members of the Audit Committee.
8. Membership of the Audit Committee lasts for a minimum of one year.

9. Members of the Audit Committee must also be members of Sarphati.

Article 4 Tasks of the Audit Committee

Adopted at the General Members Meeting on May 15, 2012.

1. The Audit Committee audits the annual accounts, invoices, receipts and conducted financial policy at least three times a year, around the regular General Members Meetings.
2. The Audit Committee gives solicited and unsolicited advice to the board throughout the year.
3. The Audit Committee safeguards the financial continuity of the association at all times.
4. The chair of the Audit Committee takes over the duties of the treasurer in the worst case scenario (in the absence of a board). This situation can last up to a month, so a General Members Meeting has to be convened within a month. The General Members Meeting may decide to extend the aforementioned emergency solution.
5. The Audit Committee provides advice on the bookkeeping and financial policy to the General Members Meeting three times a year. In primary consideration here should be approval or disapproval.

Article 5 Rights of the Audit Committee

Adopted at the General Members Meeting on May 15th, 2012.

1. The Audit Committee receives the full cooperation of the board with the financial audit at all times.
2. The Audit Committee receives a balance sheet, annual accounts, invoices and other financial records three times a year.
3. The Audit Committee has the right to convene a General Members Meeting.
4. The Audit Committee has the right to advise on measures taken against financial malpractice by a previous board (member). The following board will implement these measures, if necessary with approval by the General Members Meeting.

Article 6 Depreciation

Adopted at the General Members Meeting on May 13th, 2013.

Depreciation refers to the processing of depreciation of capital assets in the bookkeeping.

1. An asset concerns means of which the use is seen as necessary which is determined by the board and the Audit Committee.
2. Only assets which cost at least 1000 euros may be depreciated.
3. The depreciation, as referred to in article 6.1, has to be approved by the General Members Meeting, in coordination with the Audit Committee.
4. The costs of the depreciation are divided over the period of expected life during which the good is supposed to be used, as established by the General Members Meeting.

Article 7 Activities and trips: sign-ups

Adopted at the General Members Meeting on May 13, 2013.

1. An activity or trip, mentioned in the article, is an activity or trip organised by the board or a committee and under the responsibility of the board or a committee.
2. An activity or trip is official when members can sign up.
3. Signing up for an activity and trip is possible in various ways indicated by the board or committee, determined per activity or trip.
4. If, after the indicated closing time for signing up, it appears that more participants have signed up than there are places, the board or committee may draw lots in a manner set out by the board or committee. Those who are eliminated by lot are placed on a reserve list, the order of which is also determined by drawing lots.
5. In case of de-registration for an activity or trip for which a participation fee had been established, the person in question will have to pay the full participation fee for the activity or trip unless they arrange for someone to take their place.
6. If places for an activity or trip are not taken by members, the board or committee have permission to allow external persons to participate in the activity or trip.

Article 8 Activities and trips: payments

Adopted at the General Members Meeting on May 13th, 2013.

1. Participant fees for activities and trips are established in advance by the board and committee.
2. Participants in an activity or trip have to transfer the requested amount to the Sarphati bank account before the final date set by the board or committee.
3. Participants in a trip have to sign an indemnification form, which includes the payment of the participant fee.
4. If participants in an activity or trip have not paid the requested amount by the established final date, they are deregistered from the activity or trip. However, the person in question is obliged to pay for any costs that have already been made. Cancellation is possible if the participant arranges for someone to take their place (if necessary), as stated in article 7.5.
5. If a participant has not paid the requested amount for an activity or trip and has also not paid for the costs that had already been made, the board has the right to take further measures to obtain the owed amount of money.
6. If a member is not able to participate in an activity or trip due to special circumstances and these have been assessed by the board as a valid reason, the participant in question has the right to deregister.

Article 9 Declaration policy

Adopted at the General Members Meeting on September 24th, 2013.

1. Declarations

1.1. A declaration refers to the statement of reimbursable expenses incurred in the interest of the association.

2. Declaration possibilities

2.1. Board

2.1.1. Permission from the treasurer for the declaration is required in advance.

2.1.2. The board may claim expenses from the association as long as the expenses were made in order to perform its duties.

2.2. Committees

2.2.1. Permission from the treasurer for the declaration is required in advance.

2.2.2. Committee members may claim expenses from the association as long as the expenses were made in the interest of the association.

2.2.3. In case the treasurer is not able to give permission, the person who has been appointed by the board as their replacement processes the declaration.

3. Method of declaration

3.1. A declaration will only be processed by the treasurer if a filled out declaration form has been submitted.

3.2. The declaration form must be signed for approval by the treasurer.

3.3. If a declaration is not immediately approved by the treasurer, the person who submitted the declaration will be notified of this within three weeks (respectively 21 days), including an explanation.

3.4. The declaration form with attached receipts, invoices or bank statements must be submitted within four weeks (respectively 28 days) after the date on which the expense was made, otherwise the declaration will not be processed.

4. Method of payment

4.1. After the treasurer has signed the declaration form, the declaration will be payed out within three weeks (respectively 21 days).

4.2. Declarations are payed out through the bank account of the association.

5. Decision-making authority

5.1. If the treasurer is unable to perform the aforementioned duties, the person who has been appointed by the board as their replacement will take over these duties.

Article 10 Activities and trips: code of conduct

Adopted at the General Members Meeting on August 28th, 2019.

1. During parties, get-togethers, lectures and other activities, organised by Study Association Sarphati, members are expected to behave properly. This concerns a standard of conduct in accordance with societal standards, and means among other things that members do not endanger themselves or others, do not cause damage to the property of others or use violence against other members and non-members.
2. During activities of Sarphati, a drugs policy in accordance with the Dutch Opium Act is in place. This means that all drugs are prohibited in principle, but that the possession and use of soft drugs is tolerated, albeit in moderate amounts. Any interaction of individuals with drugs during activities of Sarphati is solely at the risk of the involved individuals. Sarphati is in no way responsible or accountable for the possession or use of drugs by any of its members.
3. During trips and excursions to foreign countries organised by Sarphati, the rules dictated by the laws of that country concerning the possession and use of drugs apply.
4. Upon violation of article 10 of the Rules of Procedure by a member, the board may proceed to issue an official warning if it considers this appropriate. When a member has received two warnings by the board, the board may proceed to suspend the member for a specified period of time.

Article 11: Language policy

Proposed at the General Members Meeting on August 28th, 2023.

1. Sarphati is a bilingual study association, within which use of both Dutch and English is accepted and encouraged at all times.
2. All forms of written communication are shared in both Dutch and English at all times.
3. Verbal communication will take place based on assessment of the situation. The starting point here is that the communication should be clear for everyone present. Members always have the right to ask for clarification in either of the two languages and the association actively promotes this.

4. At activities, the aim is always to allow the use of both Dutch and English. In exceptional cases, activities may be organised in which communication is only possible in Dutch or only in English. For example, exceptions can be activities where it is necessary for all participants to speak the same language, or activities organized with a third party that cannot take place if bilingualism is a requirement.
5. In contact between members, the starting point is mutual respect and understanding, without any top-down control. The association facilitates language exchange, giving members the opportunity to develop in languages in which they are still less at ease. However, the association also actively ensures that members always feel free to express themselves in their preferred language - Dutch or English.
6. In order to be able to implement this policy, all board members of the association are expected to be proficient in both Dutch and English at least at CEFR level B1 (Independent user). The Board may decide on a language proficiency test for candidates, but this is not the starting point.

Clarification: with the help provided in the program, a B1 level is certainly achievable within a year. B1 means being able to reasonably understand what someone says in standard dialect, and to make simple expressions yourself. The UvA also applies this requirement for Student Council candidates. This requirement does not require great linguistic skill, just participating in the compulsory language parts of the study should get you well on your way. It ensures that every board member roughly understands what is being said in Dutch, and can respond to this in English if necessary.

7. In order to guarantee the manageability of the association, at least two board members of the association are expected to be proficient in Dutch at least at CEFR level C1 (Proficient user). At least one of these board members will be part of the daily board. The board may decide on a language proficiency test for candidates, but this is not the starting point.

Clarification: it is not possible to conduct all official dealings as a board in English. This is because English is not recognised as an official language in the Netherlands. For official dealings, it is therefore very important that at least some board members have sufficient understanding of Dutch. In other associations, this has caused problems in the past, such as losing access to the bank account because communication from the bank was misinterpreted.

