



Member Handbook of Gerardus van der Leeuw

2022-2023

Terminology

Alumnus	A person who has attended or has graduated from the faculty of Theology and Religious Studies.
AB (RvA)	The Advisory Board of the study association exists to support and advise the board throughout the year.
Chair	The chair is the person who is in charge of the meetings and represents the board of e.g. the association or committee. The chair is also responsible for keeping in contact with other boards.
Committee	A body of persons delegated to organize certain activities for members of the association.
Confidential Advisor	There are two confidential advisors within the faculty. The confidential advisors provide support and advice to students. There are two of them within our faculty.
Disputation	A group of people from the faculty with organized hangouts, which often involve some set rules or traditions for fun. It is not formally associated with the association Gerardus van der Leeuw, however, it works closely together with the association.
Dei Facto	A magazine that is run by students of our faculty. The magazine is not formally associated with the association Gerardus van der Leeuw, however, it works closely with the association.
Employability	Various workshops organized to teach students useful skills and guide them towards a suitable career path. Currently organized together with career services.

Faculty Council	A committee of elected students and staff whose purpose is to represent the best interests of the faculty and to debate with the faculty board.
Gerardus van der Leeuw	A Dutch religious scholar, theologian, historian (1890-1950) and philosopher of religion, ordained minister and politician. Our association is named after him.
GMA (ALV)	A meeting with members of Gerardus and the board. It is the highest consultative body of the association. During the general members' assembly (GMA) members of Gerardus can participate and have a say in all the affairs of the Gerardus board.
Green Office	A team of employees and student assistants of the RUG that coordinates and initiates projects related to sustainability.
Audit committee (KasCo)	The financial committee provides financial analysis and oversight of the association's budget.
Membership	Being part of the association through annual contribution, enjoying membership benefits.
Mentoring	Body of students who work closely together with the student advisor in order to guide the first years through their studies. They are not formally part of Gerardus but work closely together with the association.
Program committee	A group of students and staff who are responsible for reviewing the quality of education at the level of the faculty.
SAM	A group of students who traditionally come from the program committee, the faculty council or are mentors. The group is led by the

	student assessor and organizes discussion groups and activities in which students can talk about their educational experiences.
Secretary	Boards always include a secretary. The secretary is among other things responsible for taking minutes of the meetings and for keeping track of and organizing all incoming mails.
Sleeping committee	An existing but inactive committee.
Treasurer	The treasurer is responsible for the board's finances, including budgets, expenses, and incomes.

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1. Introduction

Dear reader, dear Lion,

We are very happy that you have our handbook open in front of you. When one finds itself in the dark about ‘the rules’ or some other matter, we hope this document will shine light on all of your questions. The handbook is a combination of two things. On the one hand, it discusses the general guidelines of the association. On the other hand, it serves as a guide for all members of Gerardus van der Leeuw with practical information about association matters.

With a loving roar,
The Gerardus board of 2022-2023

2. Note on this text

As a general note on this handbook, each year the new board will present an updated version that must be approved by the first GMA (General Member’s Assembly) of the year. Apart from the parts that are included in the official charter of Gerardus van der Leeuw, any element of the handbook may be updated if the board finds this necessary. The following sections (with numbering to be updated each year boards) can be changed or revised only by way of a separate vote from the handbook. This vote must be held at an GMA and each section that will be changed must be approved by a 2/3rds vote of the members present at the GMA (Legal statutes of the association, article 13.3).

The sections that require this to change are as follows: 2, 3.1, 3.2, 3.3, 4.2, 4.3, 6.1a, 6.1b, 7, 8, 9.4, 9.5, 10.

These sections have been determined to be important for the longevity and success of Gerardus van der Leeuw as an organization and as such there must be a powerful reason to change them.

3. Introduction of the Board and Their Duties

3.1 Board composition

When a new board is selected, members of the study association can apply for a position. The board of Gerardus van der Leeuw has to consist of at least three student members, in the positions of chair, secretary and treasurer. The positions of committee coordinator and promotion coordinator should be filled too, but are a lower priority. The faculty assessor usually has a supporting role in the board of Gerardus van der Leeuw; per year the assessor and the board members can discuss whether the assessor will be an official member of the board and what role the assessor will take. As the board has to consist of students studying at the Faculty of Theology and Religious Studies or the PTHU, alumni cannot be part of the board. The Board members must have a clear line of communication with the faculty board through the student assessor at

all times. The association can receive compensation when the yearly budget is presented to the faculty board. Therefore, the board of Gerardus is not completely independent.

The board consists of the following positions:

Chair:

The chair is the person who is in charge of the meetings and has to decide what is going to be discussed during the meetings. Additionally, the chair represents the board and the association. The chair has contact with the university and other study associations. Moreover, the chair works out general board tasks, which then get divided amongst the other board members.

Secretary:

The secretary is responsible for the communication with members, other associations and the university. The secretary keeps track of all incoming mails and organizes the mailbox. In addition, the secretary takes the minutes during meetings. Lastly, the secretary of 2022/2023 is responsible for sending the weekly newsletter to all students of the faculty, as well as the newsletter to alumni members of the association, which will be sent twice a year. This last responsibility is usually not part of the secretary's workload, however in unusual circumstances (such as a four member board) it is often passed down to this position.

Treasurer:

The treasurer is responsible for all financial matters within the study association. At the beginning of the year, the treasurer makes a budget for the coming year and presents this to the faculty board and the members. At the end of the year, the treasurer makes a summary of the entire year and presents this at the GMA. The treasurer also checks the budget of all committees and pays all the incoming invoices.

Committee coordinator (ComCo):

The committee coordinator is the one who is responsible for forming and managing the committees of the faculty. The ComCo maintains close contact with the members of the committees, checks the minutes, and occasionally joins meetings. The ComCo sometimes also joins one or more of the committees, but cannot be the chair of a committee.

Promotion coordinator (PromCo):

The promotion coordinator is responsible for everything related to promotion of activities and the association as a whole. Therefore, the promotion coordinator keeps track of the website, social media platforms and physical promotion such as posters. The promotion coordinator is always the chair of the mediacie.

Student Assessor:

The student assessor is the student representative on the Faculty Board. In order to maintain clear and open communication between the faculty and Gerardus, the student assessor is granted a seat on the board of Gerardus. This can be either honorary, where they are allowed to attend all meetings but remain uninvolved and are not officially a full member of the board of Gerardus, or they can choose to be a full member of the board of Gerardus and have all of the rights and responsibilities associated with this. In the latter case the assessor is also granted a vote in the board selection process, but in the former they may participate only in an advisory capacity. The assessor is not approved by the Gerardus membership due to their outside appointment, but is expected to be present at the GMAs. The Advisory Board is given the power to call a GMA and hold a vote on removing the assessor from their seat on the board of Gerardus in exceptional circumstances.

In the year of 2022-2023 the board of Gerardus van der Leeuw consists of the following members:

Chair:	Ruth Mariken Ruijgers
Secretary:	Lauree Groenwold
Treasurer:	Alberdina Eke Bosgraaf
Committee coordinator:	Rosa den Hengst
Promotion coordinator:	Alberdina Eke Bosgraaf
Assessor:	Joëlle Nadja Fennebeumer

3.2 Nomination and dismissal

New members of the board can only be appointed and dismissed through the general members assembly. Additionally, the members present at the general members assembly have a vote in dividing the functions of the board. Therefore, the members can vote in favor or against the appointment of the board members. The retiring board presents a candidate board two weeks before the final GMA of the year. It should be noted that every studying member is allowed to be a candidate. The candidate board must be announced to the membership at least two weeks (14 days) before the GMA. If the members present at the general members assembly vote in favor of the new board, the new board is then installed for the duration of one academic year.

It should be noted that a retiring board member can only be re-appointed once.

The board membership can only be dismissed in the cases of

- Annual resignation
- Official written resignation
- Death
- Loss of free management of assets
- Decisive votes during the general members assembly

3.3 Tasks and authority

While running the study association Gerardus van der Leeuw, the board focuses on its individual members in the interest of the association. After the board is approved during the general members assembly, the board is allowed to make decisions with regards to the organized activities, events and members. After the board is installed during the general members assembly the board, together with its members, takes the responsibility for:

- Making and approving the budget and the handbook.
- Approving and reviewing the previous policy plan; if necessary adjust the plan.
- Installing new committees.
- Setting up connections with other organizations, associations and individual persons.
- Paying invoices that are assigned to the association on time and are not mentioned in the associations' policy plan.

It is important to note that the board, and not the members present at the general members assembly, are responsible for appointing the committee members. Therefore, the positions in the committee are also divided by the board. The chair, treasurer and committee coordinator cannot be the chair of any committee.

3.4 Meetings and representation

The board is responsible for hosting their own meetings. In the academic year of 2022-2023 the board members will have weekly meetings to discuss business related to the association. The chair of the association will lead the meetings. However, when the chair is not present, the secretary will lead the meeting, if not the secretary then the treasurer.

The board makes big decisions with the input of the association's members. Every board member has one vote during the general member assembly; blank votes will not be counted. When a decision cannot be made through voting, the proposal is rejected. The board can only adopt decisions when a majority of the members vote during the assembly. It is important that every board meeting is recorded by the secretary and that detailed minutes are provided in case there are insecurities amongst the members of the association.

The board of Gerardus van der Leeuw represents the students of the association and the association itself. Therefore, the board should consider ideas provided by its members and present these during the general members assembly: by listening to the members and actively using their ideas, the association aims to represent as many students as possible.

3.5 Employability

The Gerardus board organizes every year several activities that are in light of the theme 'employability'. This means that these activities aim at preparing all students of the faculty for the labor market after their studies. The faculty pays the board of Gerardus to do this, which makes it a crucial source of income for the association.

Employability has often taken shape as workshops, for example on how to make a proper CV or how to prepare for a job interview. Besides this, 'employee for a day' or informative meetings with alumni are also examples of what employability can look like.

3.6 Christmas celebration

Each year the Gerardus board organizes the Christmas celebration for students and staff. Traditionally, the celebration is held on the last Thursday before the Christmas break. The board decorates the faculty hall and provides food and drinks to fit the Christmas theme. Each year, one of the disputes arranges the Christmas play. The Christmas choir is usually arranged by the study advisor, and includes students and staff.

3.7 End of the year barbeque

In the last few weeks of the academic year, the current Gerardus board and the upcoming Gerardus board organize the end of the year barbeque for students and staff. The board arranges the barbeque, and traditionally the committees are asked to contribute a side salad. Students and staff are invited to perform live music. The end of the year barbeque is a fun way to end the year for everyone.

4. Committees

4.1 Committee introduction; who are the committees and what do they do

a. Accie

The Accie is a very versatile committee, usually associated with festivities such as the annual Sinterklaas celebration and our quarterly faculty parties, hosted either in a house or in a club. (accie.ggw@gmail.com)

b. Travelcie

The Travelcie is the committee that organizes a big trip every year as well as smaller trips. (travelcie.ggw@gmail.com)

c. Greencie

The Greencie is the voice of sustainability in our faculty. The Greencie is also responsible for the faculty garden and promoting green initiatives within the faculty. (greencie.ggw@gmail.com)

d. Fitcie

The Fitcie is the committee for fitness, both mental and physical, and organizes activities around both of those. (fitcie.ggw@gmail.com)

e. Mediacie

The Mediacie is the committee in charge of documenting our events and supporting the Promotion Coordinator in creating the fabulous posters and other materials to promote our events. (mediacie.ggw@gmail.com)

4.2 Rules for committees

a. Leadership/positions

- i. Each committee must have at least three members in the positions of chair, secretary, and treasurer.

The Chair of a committee is the head of the committee and as such is responsible for planning meetings, reserving a room, and making sure that the committee stays active. The chair is also responsible for keeping the ComCo updated on its committee's activities.

The Secretary is responsible for minuting meetings, communicating with the association board, and controlling the committee's email account. The minutes should be sent to the ComCo within a week after the meeting.

The Treasurer is responsible for making the budget, keeping it updated, and maintaining contact with the treasurer of the association, as well as facilitating reimbursement for the committee members.

General Members of the committees can take on many different roles but for the most part their task is to make sure none of the other members are being overwhelmed by their committee tasks, such as sharing the promotional pieces with the PromCo of the Gerardus board.

b. Funding

1. Allocation

- a. Each year the association board makes a budget for the year including how much each committee will get at the beginning of the year. Committees can request additional funding from the board on a case by case basis for specific activities. Furthermore, any funds raised during activities such as bake sales or by asking admission for activities, can be used at the discretion of the committee. In general, committee funding from the association can only be used for activities that are open to the membership of Gerardus. Any questionable situations regarding use of funds will be decided at the discretion of the board of Gerardus.
- b. Entrance fees for members and non-members. Non-members pay the normal price, while the entrance fee for the members is lower. Members will receive at least a 25% percent discount on Gerardus activities except for activities that are above €20; discount has to be determined together with the board and the particular committee. Discounts are a way to make membership more attractive.
- c. Every year, the board makes a budget available for committees that are created between the GMA's. This way, these committees, though not approved yet by the GMA, can apply for funding. If the board approves, the committees have the opportunity to start functioning right away.

2. How to be reimbursed

To be reimbursed for committee spending, there is the following policy. The committee treasurer is expected to provide the board treasurer with the receipt. If, under any circumstances, this is not possible, they should send a picture of the receipt instead. The committee treasurer should also send a payment request (Tikkie or other) to the board treasurer. These requests must be documented in the committee's budgeting spreadsheet, which must be shared with the Gerardus email, by the committee's treasurer.

4.3 Formation and dissolution of Committees

a. How to build a new committee

- i. The formation of a new committee can be done by any three members of Gerardus who wish to form a new committee. They must bring the idea and planning for the committee to the Board which will then deliberate and either ask for changes to the proposal or approve the committee conditionally, pending confirmation at an GMA where the new chair will introduce the committee.
- ii. The naming of a committee should follow the convention in place with the subject of the committee “__” followed by “cie” reflecting our Dutch origins.
- iii. The email of the committees should follow the conventions seen in all of the current committees, being [name]cie.GGW@gmail.com.
- iv. If the email is not available or the committee wishes to use a different naming convention, this can be done in consultation with the board and the ComCo.
- v. Gmail is the email provider of choice and should remain that way for the use of shared drives, documents, calendars, etc.

b. How to dissolve a committee

- i. The dissolution of a committee can take place when:
 1. There are not enough members and a committee cannot maintain itself. The leadership of the committee should first try to find new members who would be willing to take on some or all of the

responsibilities for running the committee. If this fails then the committee should attempt to integrate their committee with another committee as makes logical sense, or split activities with other committees. If all else fails the committee, in consultation with the board, can disband.

2. There is no longer enough student interest in the activities being presented by the committee.
 3. A new committee has been formed with overlapping goals and the elder committee and board are in agreement.
 4. Other reasons for the dissolution of a committee are acceptable in consultation with the board.
- ii. The committee will be officially maintained as a “sleeping committee” for one year from the following GMA, with funding redirected to other committees at the board’s discretion.
- iii. Following the one year as a “sleeping committee” the committee is formally dissolved and to restart it members would need to go through the above listed process for the creation of a committee.
- iv. A dissolved committee’s email should be formally given to the board, including the password, and the back up email should be changed to the board’s email, GerardusvanderLeeuw@gmail.com.

4.4 Application process to join a committee

a. Normal application window

At the start of the year the ComCo, in consultation with the committee chairs, will make a deadline for committee applications, usually around the end of September. Anyone may apply to join a committee during this window. The applications should be sent to both the ComCo (using the Gerardus email) and the committee being applied to. This email must include both a short motivation letter as well as the applicant’s CV. The ComCo is responsible for contacting the committee chair of the previous year. This person will then make time to meet for a short interview with the applicant and the ComCo. The interview is led by the committee chair and the ComCo will take minutes. Following this interview the applicant will be confirmed or rejected as a member of the committee.

b. Outside of the normal application window

To apply to a committee outside of the main application window, the applicant can email the ComCo using the Gerardus email, asking if there is a committee with an opening, or by emailing a specific committee with the same question. If there is an opening, the application process follows the same steps as outlined in the above section. In case that a committee already has a lot of members (for example 5+), the ComCo will encourage the applicant to apply for a different committee.

5. Faculty Parties Related to the Association

5.1 Dei Facto

Dei Facto is a magazine that is run by students of our faculty. The magazine is not formally associated with the association Gerardus van der Leeuw, and has a special position in the faculty because they receive funding from the faculty. The magazine consists of editors and an editor in chief. Besides this, guest writers, such as professors or PHD-students, are often asked to contribute as well.

5.2 Mentoring

In our faculty, we want students to be guided through their studies as well as possible! That's why there are student mentors available for all students. For first-year Ba students we have the original mentoraat, for second- and third-year students there is mentoraat 2.0, and for Ma students we have master mentoraat. Every year, new student mentors are appointed. They will familiarize new students with the faculty and they are available for any questions or concerns you may have.

5.3 SAM

SAM is the student participation platform of our faculty, consisting of the student members of the program committees and the faculty council, with the student assessor as chair. SAM organizes events a few times a year to inform students about the organization of our faculty and to gather feedback from students about important themes, such as mental health. The mascot of SAM is the fluffy white bear who resides in the faculty hall.

5.4 Program Committees

In our faculty, we have two program committees: one for the bachelor programmes and one for the master programmes. They make sure the quality of the study programmes is

preserved and, where possible, improved. The program committees each consist of a number of students and staff members who together discuss the course evaluations, advise the faculty board about education-related matters and review the Teaching and Examination Regulations.

5.5 Faculty council

The faculty council has the right of consent and the right to prior consultation of various matters that concern the faculty. The council functions as a representative body of students and staff, and gives advice to the board of the faculty. The students in the faculty council represent the interests of students, which means that through the faculty council, students have a say in the discussions made in the faculty.

5.6 Faculty Disputations

In our faculty, we have three disputes which are named S.T.A.O Alektoor, M.A.T.A and G.T.S.D Bonifatius. All three disputes are smaller structures within the larger faculty of Theology and Religious Studies which create the possibility for like-minded people to get to know each other better and do activities every couple of weeks.

6. General Association Rules

6.1 Internationalization and International Students

The following guidelines are set in order to help international students feel welcome and at home in the association. These points should all be carried out in consultation with both the BA and MA Mentors.

- a. All documents and GMAs will be fully in English
 - We are a bilingual study association and faculty so we will do everything in the most common language, English.
- b. Gerardus activities, both committee and board organized, will be fully in English wherever possible.
 - In recognition that this will not always be possible, it will be clearly communicated if an activity will not be accessible to students who cannot speak Dutch.

- There should not be more than 4 non-English activities in an academic year.
- c. The board will organize an international student event at least once per year, preferably close to the start of the year.
- d. The board should be able to provide information for anyone interested in learning Dutch.

6.2 Sustainability

As an association, Gerardus takes sustainability very seriously. The following rules have been set, to make sure we keep to this value.

No excessive paper use for activities and the general member assembly, with a maximum of 4 physical posters and 24 physical flyers per activity at the faculty. This applies to committees as well as other organs connected to the association. The digital boards in the faculty hall will be used to help promote activities as well.

- When ordering/producing merchandise Gerardus will always prioritize sustainable options. This also means that some merchandise might not be suitable. Furthermore, the board will limit the number of merchandise products to 3 apparel items per academic year. Stickers, pens etc. are not included in this category.
- At physical activities Gerardus will offer only vegetarian and vegan food.
- Products bought for physical activities such as parties, lectures etc. can only be bought if they can be reused for other activities. No throw-away products.
- Members will be given access to the vegetable garden in the faculty garden so that they can grow their own vegetables/fruits. The Greencie manages the garden.
- Through Greencie, Gerardus raises awareness among its members on sustainability by for example hosting clothing swaps, distributing sustainable food recipes, etc.
- The travel committee prioritizes sustainable travel options when organizing trips. Flying is the least sustainable, therefore, it is the last option for travel. The association will follow university policy, meaning that flying within a range of 500 KM is unacceptable. The TravelCie must keep the board of Gerardus informed of their plans at all times. If the TravelCie desires to travel by plane, they must present a concrete plan to the Gerardus Board. The board has the power to reject or approve all of the Travelcie plans.

6.3 Student wellbeing

Student wellbeing is an important topic for Gerardus. In the case that a student may want to seek out help, are there several parties they can turn to. Within the association we have confidential advisors, but the RUG also offers wellbeing services. Both of these will be discussed below.

6.3.1 University resources & awareness

The university and the faculty offer many resources for students with mental health issues. The faculty provides mentors and study advisors, and the university offers a confidential advisor, an ombudsperson, and a wellbeing platform (<https://student.portal.rug.nl/infonet/studenten/studenten-welzijn/>) with an overview of all the channels that students can use to improve their wellbeing. If a member of Gerardus should approach the board regarding serious mental health issues, the board will always encourage the student to seek out expert help.

6.3.2 Confidential advisors (CA)

Every year, Gerardus van der Leeuw will have two confidential advisors, preferably a man and a woman. These advisors are appointed by a committee consisting of at least one old board member, one (old) advisory board member and a previous CA. If it proves impossible to find at least three for a committee from this group, (old) Kasco members can also become part of the selection committee. The appointed confidential advisors become a part of advisory board for the academic years that they stay on as confidential advisor. Confidential advisors can prolong their first year with a second year in their position, as long as no issues are raised by members during a GMA. If a confidential advisor wants to stay for a third year, there should be a vote about this during a GMA.

There is a vote for the members of the advisory board during the GMA, but not for the confidential advisors since they operate more separately from the association's board. However, members of Gerardus are allowed to bring up any issues regarding the appointment of the confidential advisors during a GMA.

The goal of the CAs is to keep track of the safety and ambiance within the association. This is mainly focused on the experience of individual members. All members, including those of the AB, Kasco and Board, can come to the confidential advisors with any issues, ranging from study problems to negative experiences during activities or general worries about the ambiance within the association. All information will stay between the CAs and the member unless the member explicitly allows the advisors to act upon their conversation.

Additionally, the confidential advisors are also ambassadors of a safe environment and general wellbeing of members within the association. Focusing on sharing knowledge on the existing channels within the faculty and university is also a part of the tasks of the CAs.

There will be a specific email for the confidential advisors through which member can reach them: ca.gerardus@gmail.com. If a member prefers to communicate their issue to only one of the confidential advisors, they can use the student email of this particular advisor. The emails and pictures of the confidential advisors will be posted on the Gerardus website and on the Gerardus socials to make the CAs known to all the members.

For the academic year 2022-2023, the confidential advisors are:

- Daan Kampen, d.kampen@student.rug.nl
- Ilse van Tuinen, i.m.van.tuinen@student.rug.nl

7. General member assembly (GMA)

A general member assembly is a meeting with all the members of the study association Gerardus van der Leeuw. At a GMA, the board of the association takes the lead in presenting, among others, the plan for the year, and the budget. Members can ask questions or give feedback on the presented information and can vote on items that need to be approved. The items that need to be voted on will be sent out to everyone two weeks prior to the GMA. There are a couple of regulations that surround Gerardus' general member assembly.

First of all, it is a regulation that the board of Gerardus will organize a GMA at least twice a year to discuss its plans with the members of the association. The chair of the Gerardus van de Leeuw Board leads the GMA. In the case that the chair is not available, they will appoint another board member to lead the GMA. The members of the association have the chance to vote directly, or vote through another member who is physically present at the GMA. In order for the general member assembly to continue, we need at least 25% of members present. Otherwise, the general member assembly will be rescheduled. In the first general member assembly, each of the board members will elaborate on their plans for the upcoming academic year. It is also important for the members to be aware of the fact that votes regarding a decision are only valid when 51% of the members of Gerardus have voted (physically or by proxy).

The members, then, have the opportunity to ask questions to each particular board member. The treasurer, in particular, has an important role during the first general member assembly as the yearly budget has to be approved by the members; we find it incredibly

important that members know what the board does with their money and, therefore, we value transparency above all.

In the second obligatory general member assembly, the board will review the year and see what the members have missed/ points of improvement. This general member assembly is particularly important as the new board will be presented and will have to be approved by the members of Gerardus. During one of GMA's, the members of Gerardus will vote about the establishing or cancelation of (new) committees, but do not have the right to vote for or against individual Gerardus members who want to be part of a particular committee.

During the general member assembly, the secretary will take the minutes and the chair of the Gerardus board will lead the GMA itself. If the members want to add a new point to the agenda, they should let this be known through email one week prior to the GMA. The Advisory Board, KasCo and current board can call for a special GMA during the year, if the Advisory Board decides there is a problem or other issue large enough to warrant it. For more information, see section 9.5.2.

Any and all items being voted on must be announced by the board at least two weeks before the GMA.

8. Transition period new Board

The transition from the old board to the new board will be managed by the current board. The current board will start to look for new board members at the beginning of April. After the deadline, the application process will start. This consists of interviews with the applicants and a meeting of the old board to decide if they agree on the positions for each applicant. The current chair will be attending all applicant interviews supported by each respective position. Any applicants that have submitted their application after the deadline will not be considered unless there is a lack of suitable candidates who applied on time.

When everything is agreed upon the Gerardus members will need to vote on the board as a whole. If there is no majority the members will vote for each individual board member. A vote is accepted when more than 50% of the votes are in favor. When everything is agreed upon the new board will be inaugurated during the member meeting. This meeting and inauguration will preferably take place before the 1st of July during the closing GMA. The inauguration will consist of short speeches from all the current board members to their successors and the official hammering in by the chair. Somewhere in the two weeks after this meeting the old and new board will have a transition dinner hosted by the old board. A whatsapp-group will be created to benefit communication during the transition period.

The months from May to July will be used as the transition month for the new board members. Each individual role will tutor/instruct their successor on their role. Besides this, the new board will join in on the old board's weekly meetings. For individual instructions see the Google drive board transfer map. Every board member must be instructed before the 10th of July, old board members are responsible for this instruction. The former board will be excluded from all document and email access before the 10th of July as well.

With the transfer of management both the name of the name holder of the Gerardus bank account as the names listed in the KvK must be changed into the names of the new board before the 10th of July. As an official association, Gerardus is registered by the Netherlands Chamber of Commerce (KvK). Being registered at the KvK limits liability. The board members are registered at the KvK. Within the transition month, the old board should make sure the new board is registered and will replace them. Also, the name holder of the bank account of Gerardus is the treasurer. The old treasurer should transition the holding of the bank account to the new treasurer within the transition month.

If any board member wishes to apply for a second year on the board, they must recuse themselves from the new board selection process as soon as they have applied. They must also go through all of the requisite steps to apply, including being on time with their application. This board member must be re-confirmed by the GMA before they may commence their second year. In the event of exceedingly low applications for the board, a sitting board member may re-apply after the deadline but will be considered to be a low priority candidate.

The application process will be fully confidential. The board may not in any way or form discuss the applicants or applications received or any potential dropouts with the applicants, members, or anyone not on the sitting board or the advisory board.

9. Membership, Advisory Board and KasCo

9.1 Recruitment

The recruitment and rules around the membership of Gerardus van der Leeuw are organized as follows. The members of the committees, the Board, the Advisory Board and the KASCO must be (former) members of the association as well. The members of the committees will be introduced at the first GMA of the year. The Advisory Board and the KasCo for the upcoming year must be introduced and approved as a whole during the GMA at the end of the current year.

The recruitment of new members is acted out during the physical activities and through online promotion. One of the activities is the annual introduction camp for the first year students.

For the recruitment during this event the Gerardus Board must be present. Further non-physical recruitment will take place online with the means of the Newsletter, social media and video promotion.

9.2 Membership

To become a member of Gerardus van der Leeuw, one agrees to pay the annual contribution of €20 and abide by the rules stated in this document. New members will pay a contribution of €10, enjoying a discount of 50%. The month of September will be used by the board to actively recruit new members of Gerardus. Sign ups may continue outside of this period, without a reduction of the ‘new member’ contribution of 10 euros.

From the beginning of the academic year 2022-2023, the members of Gerardus van der Leeuw will pay an annual contribution of €20 per academic year. When the future member agrees to pay the tuition fee for the academic year, they will also agree with an automatic incasso performed by the treasurer; the tuition fee will be withdrawn at the beginning of the Academic year by the treasurer after the sign up period.

9.2.1 Membership benefits

- A member discount on Gerardus merchandise and activities (25%).
- Access to the Faculty garden to grow fruit and vegetables.
- A 10% discount at Pacific/our favorite pub during the monthly borrels and other activities.
- Direct influence on the association through voting at the GMAs.
- Access to the photos on the Gerardus website.
- The privilege to join Gerardus committees.
- The chance to become a closer part of the amazing faculty community

9.2.2 Signing out as a member:

- Individuals who do not want to remain a member of Gerardus for the upcoming academic year(s) to sign out via email so we have documentation of the unsubscription. A member of Gerardus can unsubscribe via email before the end of year deadline of July 31st. Once

this deadline has passed, there is an automatic renewal of membership, including payment obligation, for the following academic year.

- Individuals can be denied membership or be expelled from the association when they have violated the association rules and/or display inappropriate behavior. This will be decided by the Board of Gerardus in consultation with the Advisory Board. The expelled individual will not receive a refund.

9.3 Alumni

Alumni may stay or become members of Gerardus. There will be a €10 annual contribution associated with alumni membership, with the sign out window being the same as for general membership, as listed above.

9.3.1 Alumni member benefits

- Bi-yearly alumni specific newsletter, with updates and upcoming activities
- Discounts on activities and merchandise, in line with the discounts given to general members
- Attendance to the GMAs, without voting rights
- Attendance of Gerardus activities

9.4 KasCo

The KasCo is the audit committee of the association, checking over the work of the treasurer and advising the GMAs on the approval of budgets as well as the annual dismissal of the treasurer.

- The KasCo is comprised of two to three members, consisting of at least one former board member. No current board member may join the committee, members of the KasCo cannot hold the position of treasurer for one year from their departure from the committee, and the previous treasurer cannot hold the position for one year from their dismissal as treasurer in order to avoid any conflicts of interest.
- The KasCo is charged with auditing the annual budget when the board proposes it at the first GMA of the year as well as before the final GMA, in order to prevent any inconsistencies and make sure that the treasurer is held accountable to the membership of the association.

- The KasCo will meet at least twice per year, before the two GMAs, as well as other times at their discretion, giving the treasurer one week notice prior to their meeting in order to make sure that the documents are up to date and that the KasCo will have access. These extra meetings should not happen more than once per month.
- When the KasCo thinks the treasurer is unreliable in their position, they will, in consultation with the treasurer, approach the advisory board to consider adequate actions, such as closer monitoring.

9.5 Advisory Board (AB)

The Advisory Board of the study association exists to support and advise the board throughout the year, and consists of four people. The Advisory Board will have a chair and a secretary responsible for running the meetings. At least one of the members of the Advisory Board must be a former board member. Two of the members of the Advisory Board are also confidential advisors. For more information on the confidential advisors, see section 6.3.2. The members of the Advisory Board divide these tasks amongst themselves. The chair and secretary are not excluded from being a confidential advisor.

9.5.1 Members of the Advisory Board

Members of the Advisory Board should have experience within Gerardus van der Leeuw. Ideally, the Advisory Board should consist of at least two previous board members and two members with some other association experience, for example by having been a committee member. With this consistency, the Advisory Board will be able to advise the board from multiple perspectives. The members of the Advisory Board should be knowledgeable about rules and regulations and experienced within the association.

Members of the Advisory Board are members for two years; every year, two new members are selected, and two members stay, so that there is always some continuity within the Advisory Board. The first year in which there is an Advisory Board, which will be 2022/2023, will be slightly different. In the first year, two members will sign up for one year, and two will sign up for two years. The Advisory Board selects their own successors.

Furthermore there is the possibility for a Study Advisor to join the Advisory Board if they feel this is necessary. This will be a role in addition to the four members, and will not have the two year limit.

9.5.2 Tasks of the Advisory Board

The main task of the Advisory Board is to give the board of Gerardus van der Leeuw solicited and unsolicited advice.

- The board should always contact the Advisory Board for advice if they make a decision which impacts more than one academic year, during the application procedure for a new board, or if there are internal conflicts within the board. The board can also contact the Advisory Board for any other matter they wish to receive advice on.
- The Advisory Board should always contact the board to give unsolicited advice if they suspect or know the board is not following rules or regulations, or if they suspect or know that a decision of the board is not supported by a large number of members. The Advisory Board can also contact the board for any other matter they wish to give advice on.
- The Advisory Board receives the policy plan at least three weeks before it is presented to the other members during an GMA; they will give advice on the plan, which will give the board the opportunity to edit the plan before presenting it during the GMA. This advice should be presented two weeks before the GMA.
- The Advisory Board has the right to call for an extra GMA if they believe there is sufficient need for this. They do not need a certain number of requests to call for an extra GMA. The rules regarding member attendance at the GMAs are the same regardless of whether it is a regular or special GMA.

The Advisory Board should also be present at GMAs and prepare for this by reading and agreeing with the agenda, to respond to any questions that members may have, for instance regarding board decisions.

Members can also contact the Advisory Board if they have a conflict with the board that cannot be resolved, or if they have concerns that they are unable to discuss with the board.

9.5.3 Meetings between the board and the Advisory Board

The board of Gerardus should have at least three meetings with the Advisory Board throughout the academic year. One near the beginning of the academic year, to discuss to what extent and in what ways the Advisory Board will support the board that year and to discuss the GMA; one in the middle of the academic year, to review the first semester; and one near the end of the academic year, to review the entire year and discuss the GMA. If, in between those meetings, the board wants to request advice or the Advisory Board wants to give advice, an extra meeting should be planned. Of course, the Advisory Board and the board can also come together informally to discuss plans, exchange ideas, or brainstorm activities.

Minutes from the Advisory Board and Board meetings should be accessible to the membership of Gerardus when requested in a format such that the topics discussed are clear, along with how long they were discussed for, but without the actual content being included. This

is to maintain both the needed confidentiality between the Advisory Board and the Board, but also to allow the membership insight into the discussed topics. The minutes should be in English.

10. Privacy of members

When members of Gerardus van der Leeuw sign up for the association, they will be asked if they are comfortable with us posting pictures of them on our social media. Members can decide yes or no here. People who study at the faculty of Theology and Religious Studies or at the PTHU but who are not members of Gerardus van der Leeuw will be asked privately if they are comfortable with being featured on our social media.

All personal information can only be accessed by members of the current board. The information is stored online and can only be accessed with a password, which must be changed every year. This information is used for association purposes only.

All communication sent to members by the board or the committees will be sent as a "BCC " to protect individual privacy. Information such as activity sign up sheets with personal information on them will be deleted at the end of each academic year, both by the board and the committees, with the most important being the Travelcie, which must delete any copies of IDs, passport numbers, home addresses, etc, from the drive and the email.

11. Promotion

Promotion functions as the main way of communication from the Board and committees to the members. Besides the information about events, promotion functions as well as a tool for general information about changes, possibilities or news within the faculty and the association.

11.1 Website

We currently use various platforms to inform and promote. This is firstly, our own website: <https://gerardusvanderleeuw.nl/>. The website needs to be updated regularly. Every Board, the Committees and the Disputations are responsible for presenting themselves publicly so we maintain transparency with our members. The activity calendar informs about upcoming events and is linked to our own google calendar in which all committees and the Board can update as activities are planned. This calendar link can be subscribed to via Google Calendar, iCal, or other formats via the website.

The website also contains:

- Link to a form to fill in content for the newsletter

- Information about
 - SAM
 - Mentoraat
 - Faculty Council
 - Program Committees
 - *Dei Facto*
 - The Gerardus Podcast (also available for download and uploaded on YouTube)
 - A presentation of the old boards
 - Merchandising
 - Gerardus anthem
 - Booklist
 - Confidential advisors' contact information
 - RvA (Advisory Board)
 - KasCo (Audit Committee)
 - Bol.com-affiliate link
 - How to become a Gerardus Member

The website is updated by the promotion coordinator of the Board.

11.2 Social Media

Gerardus maintains an active presence on Facebook, Instagram, YouTube, LinkedIn and Discord. The promotion coordinator is responsible for uploading and promoting content. Facebook and Instagram are linked together so everything which is posted on one channel is automatically posted on the other. The content consists of pictures from past activities, posters to promote the upcoming activities and events, the promotion of the merchandise and the presentation of the Board and the Committees.

11.3 Newsletter

The newsletter contains information about organized events, more general information about the association or the faculty. The newsletter is sent to every student of the faculty once a week. The Alumni newsletter is sent monthly. Individuals who are not a member of the association but wish to receive the newsletter can sign up via the website. It is not possible to sign out of receiving the email due to the Nestor system used to send it, however it is possible to send the messages directly to spam if you do not wish to receive communication from us.

Information to be included in the newsletter can be submitted through the link on the Gerardus van der Leeuw website. Items need to be submitted the day before the newsletter is sent to be included in that week's newsletter. The newsletter includes a link for people to send in information they want to have included in the next newsletter.