



# Society Handbook 2017-2018

Last version – January 2018

For further questions, contact your CAO.



# Roosevelt's All Student Association (RASA)

Established: 24 November 2004

## Contact Information

### Visiting address

RASA  
Lange Noordstraat 48  
4331 CE Middelburg

### Postal address

RASA  
Lange Noordstraat 1 - Postal box 94  
4331 CB Middelburg

<http://www.rasa.nu/>

Kamer van Koophandel (Chamber of Commerce) number: 22056506

Account number: 1017.73.110, Rabobank Middelburg

## RASA Board 2017-2018

Chair:	Jelle Hubertse	+31 6 31 28 36 97
Secretary:	Brigitte Bauer	+31 6 23 83 12 46
Treasurer:	Ruben van den Akker	+31 6 29 91 59 50
CAO:	Hitanshi Shah	+31 6 15 65 54 83
CAO:	Harold Pijpelink	+31 6 38 49 25 77
CAO:	Cecilia Uitermark	+31 6 25 20 99 71

## RASA Office Hours

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>12:30 - 14:30</b>	Ruben & Cecilia	Brigitte & Harold	Brigitte & Jelle	Hitanshi & Jelle	Ruben & CAO

### CAO Division Societies

<b>Hitanshi</b>	<b>Harold</b>	<b>Cecilia</b>
SportsCo	Music Society	THEATRA
PartyCo	UCRadio	PUMA
CultureCo	RAW	LENSE
LitCo	PoLaw	Cognition
Tabula RASA	Archimedes	RDS
MedAffairs	Philocom	Cooking Society
GamesCo	CURA	SusCo

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Dear Society Boards,

The main goal of this society handbook is to help society boards with their continuity and functioning by providing an overview of the most important information.

Although most of the information can be found in the Articles of Association and the Policy Manual (which we definitely recommend you to have look at), we consider this society handbook to be more accessible and it provides both the RASA board and the society boards with guidelines to hold on to. If there is anything you would like to see added or changed, please do not hesitate to contact us.

In case you have any problems with external parties, students, society (board) members, or you simply have an idea or want see something changes, please do not hesitate to contact your CAO. Together with the rest of the RASA Board, they will be there for you.

Most of all, do not forget to enjoy yourself! Thank you!

Kind regards,

Your RASA Board 2017-2018

*P.s.*

*In case there is any inconsistency between the Articles of Association, the Policy Manual, and this society handbook, the information as written in the Articles of Association and the Policy Manual prevails.*

*Revisions can be made by the RASA Board throughout the year. The Society Handbook will be posted online and changes made will be announced to all members via the RASA Newsletter. If a member does not agree with the change, they can raise this to the board within one week, which will postpone the change to the upcoming GA.*

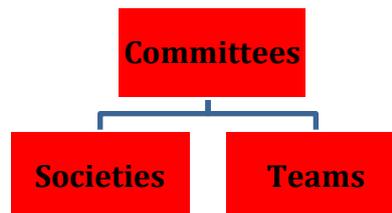
## **General Information**

### **RASA Membership**

All committees (both societies and teams) are part of the Roosevelt's All Student Association, which means that their budgets come from the RASA budget. This budget is paid for with the yearly student contributions, sponsorship from UCR, and sponsorship from external parties. For this reason, committees have a responsibility towards the Roosevelt's All Student Association as a whole. This means that, even though committees are active in diverse fields, they should aim to interest as many RASA members as possible. We encourage the committees to be creative and keep in mind RASA's goal: to enrich the student life at UCR.

### **Division Societies & Teams**

RASA's committees can be divided in two categories: Societies and Teams. Societies represent a particular interest of a significant part of the student population, they are continuous and quite independent. Students are a board member of a society for two semesters. Teams on the other hand work towards one big event or project that is important for the entire RASA community. More information on the structure and differences between societies and teams can be found in the Policy Manual. This handbook only concerns the relevant information for societies, and it is not about teams. Teams have their own handbooks in which the relevant information is documented.



### **Relation RASA Board & Society Board**

### *Relation CAO & Society Board*

In order to guarantee the best functioning of the society, the society board and their Committee Affairs Officer (CAO) have to work closely together. The society board is responsible for the smooth running of the society, but it is up to the CAO to guarantee the best circumstances for the respective society to do so. This is a two-way street; meaning that societies have to keep their CAO well informed about the organisation of their events, their budget and possible problems that might occur in the society, whilst the CAO should try to attend the most important society events and should always be available to answer questions, offer help, advice and inform students about relevant changes. The best way to reach your CAO via the RASA email (especially for important issues), but you can of course also always approach the CAO in person (e.g. during office hours) or via Facebook. The CAO is the main contact person, and forms the link between societies and the RASA Board. If you have any questions, always go to your CAO first and then the CAO will communicate it further to the relevant other RASA board members if needed. This way there is a clear line of communication, and the CAO will make sure your questions get answered. During the semester, the society board will also meet at least three times with their CAO:

1. First Semester Meeting (week 1/2)
2. Mid-Term Meeting (week 6/7)
3. Final Semester Meeting (week 14/15)

At the first semester meeting, society boards will also be asked to write down their goals in documents, which we will reflect on at the end of the semester. This will also be documented by society boards in the end of semester report.

### *Complaints*

In case you have any complaints about other societies or the practice of the RASA board, please notify the RASA Board of this as soon as possible. Then the RASA Board, together with the person who filed the complaint and other relevant parties will try to resolve this by talking about it. If there are severe objections to the conduct of the RASA board or other parties that cannot be resolved without a mediator, any RASA member has the right to file a complaint with the Independent Body (IB). The IB will try to mediate between the parties involved and, if necessary, provide a

binding decision; trying to solve cases that cannot be solved otherwise. You can contact the IB via email: [ib@rasa.ucr.nl](mailto:ib@rasa.ucr.nl).

### **General Assemblies (GA's)**

A few times during the semester, there will be General Assemblies (GA's). GA's are there for the RASA members to vote on important matters, to be updated on important topics and to raise their concerns. Although it is not mandatory for society board members to be present during the GA's, we recommend to have at least one board member present each time to stay involved and up to date on the most recent changes.

Each semester, there are two important GA's for society boards: the Budget GA and the Policy GA. During the Budget GA, students have the chance to approve or disapprove the budget (also being able to propose amendments to specific motions). Especially for this GA, we recommend the society treasurer to be present, in order to answer society specific questions that might come up during the GA.

Then there is also the Policy GA, which is the GA where changes to the Policy Manual are proposed and voted upon. During this GA, students can also propose changes to the Policy Manual. For this GA, we recommend to have at least the society secretary or admin present. More information on the role of the GA and its procedure can be found in the Policy Manual and the Articles of Association. If you beforehand already know something you want to raise/discuss at the GA, please send an email to the RASA Board at least 48 hours in advance so we can add it to the agenda.

# **Society Structure & Main Tasks**

## **Society Board Structure**

In order for a society to exist, the society board should at least hold the following positions:

1. Chair & Treasurer
2. Chair & Admin

An admin is both the secretary and treasurer of a society board, thus taking care of the financial as well as the administrative tasks of the society.

However, ideally speaking a society consists of at least three board members (including the positions as mentioned above). Other positions are secretary, General Board Member (GBM) or society specific positions such as training manager (RDS) or psychology representative (Cognition) for example.

## **Position Specific Tasks**

All these position can entail various tasks for different societies, but in principle each position is linked to its own tasks. At the beginning of the semester, there will be workshops given by the RASA chair, secretary and treasurer for the society boards to explain what these different positions entail. Below you will already find a short overview of the main tasks.

### Chair

- o The chair is the primary spokesperson of the society towards the RASA community and RASA board.
- o Sets the agenda and leads the meetings.
- o Bears final responsibility for the society. This includes ensuring the proper functioning and continuity of the society and its board members.
- o Maintains a general overview of the all the activities of the society and the responsibilities of the other board members.

### Secretary

- o Has the primary responsibility of recording the proceedings of meetings. This includes taking minutes, create and manage to-do lists for the other members and keeping the society folder up to date.
- o Keeps track of the active members list.
- o Organises the e-mail inbox (e.g. tagging, creating folders)
- o Bears the final responsibility of the promotion of the events; committee event planner, RASA website, posters, Facebook etc.

### Treasurer

- o Keeps track of the society's finances – make sure you know where the money goes. Makes sure that the committee sticks to the maximum per event and the overall maximum.
- o Makes the budget proposals to hand over to the RASA board in the beginning of each semester.
- o Handles the reimbursements.
- o Handles sponsoring after talking to the their respective CAO.

### **Active Members**

Apart from the students in the board, essential to every society are its members. A society member is someone who attends events regularly. All activities a society organizes are open to all RASA members and anyone can become a member of a society. Those students who attend at least two meetings in a period of two consecutive semesters are considered active members. A society needs to exist out of at least 10 active members, and if this requirement is not met before the society board election period at the end of the semester, the RASA Board can suspend the society. Therefore, it is very important that the society Secretary or Admin maintains an active member list. Active members (including society board members) are also the only people who are allowed to vote during the elections for the new society board.

There are a few exceptions to this rule:

- o Music Society: all RASA members are active members.
- o PartyCo: all RASA members are active members.
- o SportsCo: all RASA members are active members.
- o CultureCo: all RASA members are active members.

### **RASA Website & Storage**

All societies have their own digital storage system, which can be found on [storage.rasa.nu](http://storage.rasa.nu). Log-in details are provided by the previous society board, but in case you do not have this information, please contact the RASA IT Team ([RASA.ITteam@rasa.ucr.nl](mailto:RASA.ITteam@rasa.ucr.nl)). All information about events and projects from previous society boards can be found on the storage (e.g. minutes, posters). In order for future generations to benefit from work done by the society boards before them, we recommend all societies to upload all the relevant documents they have to this storage. Try to update the storage on a regular basis throughout the semester, as this prevents that you have to upload a lot of documents all at once at the end of the year. As off last year, societies can maintain their own page on the RASA website. In case you do not know how to do this, please contact the RASA IT Team. Then you can upload for example a picture of the society board and a little piece about the society on the website at the start of your board year. This is also a nice way to promote your society (more information on promotion you will find later on in this handbook).

# Budget

## Procedure

During the Treasurer workshop at the beginning of the semester, the rules and procedures regarding the budget will be explained to you once more. Besides, the Treasurer will take you through the reimbursement system step by step. It is very important for the Treasurer of every committee to be here to minimize the chance of mistakes happening. Mistakes usually involve either RASA going over budget, the money deducted from the rest of the budget of the society or the board members paying themselves (decision lies with the RASA Board). However, as the deadline for the draft budget is usually before this, this handbook will provide a brief explanation of the Budget Procedure.

Once you start making the budget, we would like you to think about all the events you want to organize, and all the equipment you will need for these events. In short, budget for everything you can think of. It basically means the design of the budget is event based; per event you can specify what you need and how much money you expect it to cost.

The RASA Board will then approve all the events that fit the goal of your society and serves the students, but you will end up with a limited budget. To illustrate: where you would get 5 out of 10 proposed events approved last year, you might now get all 10 events approved, but with budget for 5 events. This gives you the freedom to change your mind later in the semester if you want to host another event than originally planned, but it is still within the budget. Per event a maximum will also be set, to prevent that you spent too much money on only one event. This way we hope to limit the amount of reallocations needed this year, and encourage committees to use their budget to the fullest.

We would advise you to NOT use the form that can be found on the RASA website, but we recommend you just make a simple document including the following: the name of your society, the name of the board members and a table with four rows.

These four rows include:

1. The name of the event/product
2. The costs of the event/product
3. An explanation of the event/product

#### 4. A proposed justification for the General Assembly

An example of the budget proposal ('Template Budget Proposal') and an illustration of the new budget system ('Budget Example Committee') can be found in the Appendix of this handbook. When making the budget, also make sure to research the products you are buying carefully and try to find the cheapest product or in some cases the product with the best price-quality ratio (thoroughly explaining why this would be the best purchase). We will make sure a new template will be uploaded to the RASA website as soon as possible.

Then there are some last points:

- o It is not possible for societies to budget for personal items.
- o Budgeting for food and drinks is discouraged (except for Cooking Society), unless there is a good reason (at the discretion of the RASA Board).
- o The re-allocation of budget between events is not possible.
- o It is not possible to budget more than 7,50 per thank-you-gift per person. However, according to policy UCR students cannot receive a gift or get paid for their services.
- o UCR students can receive up to 5,- reimbursed for travel costs, for non-UCR people it is a max. of 51,40 per person.

### **Sponsoring**

All sponsoring activities for societies will be handled by the respective CAO in cooperation with the RASA Treasurer. In practice this means that:

- o Whenever you have ideas for sponsoring or you wish to contact a sponsor, please contact your CAO first. Your CAO will discuss this with the RASA Treasurer and the rest of the RASA Board, and only after approval of the RASA Board, you can contact the sponsor yourself.
- o Always CC RASA in any email regarding sponsoring.
- o Whenever you want to sign a sponsor contract, the RASA Treasurer has to sign it, otherwise it will not be a legal contract. Contact your CAO about this.

The main purpose of these rules is to ensure that RASA and its committees maintain good relations with possible sponsors, to ensure proper sponsoring communication and to prevent that an external partner is approached too frequently by the different

societies. The RASA treasurer should have an overview of the sponsoring of events in the past in a sponsoring database. This also means that once you approach new sponsors, your CAO will also have to inform the RASA Treasurer of this so this database can be updated. The database should have the name of the company, contact details, reason for sponsoring (or denying it), and the amount or service that is being sponsored.

## **Contracts & Invoices**

### *Contracts*

It is important to know that only the RASA Treasurer is able to sign contracts and financial agreements of other sorts. This includes offers from Elliott. All contracts need to be shared with the RASA Board, by sending an email with either the digital contract or a scan of the paper contract. If you wish to set up a contract, contact your CAO first.

### *Invoices*

If you are organising an event facilitated by a company, always ask the company for an offer first (they are always willing to give you one). Then forward the email to RASA, and only after we approved the offer you can commit to something. This is to make sure it will fit in your budget and that none of the board members has to pay the remaining sum.

If you receive an invoice, please send a digital copy or a scan of the paper version the RASA email, a digital version is preferred. In most cases you can just forward the email to the RASA Board. Invoices for companies sponsoring you will be made by the RASA Treasurer, so make sure to get into touch with your CAO and do not make anything yourself (since that would be illegal).

## **Cashbox**

For events that require ticket sales, you can use a RASA cashbox. Please send an email to the RASA email four days in advance to request a cashbox. We would like to receive the request four days in advance because preparing cashboxes and processing is quite a time consuming effort. Besides that, cashboxes can only be prepared by the RASA Treasurer. In this e-mail you should specify the ticket price, and what kind of cashbox you need (coins, bills or both). Generally, ticket sales will happen during the

lunch break and you can pick up the cashbox at the beginning of the lunch break and return it at the end. In case the ticket sales will not be take place during the lunch break, please indicate this in the email. The RASA treasurer will make sure that there is a “Cashbox Form” in the cashbox, please check this when you receive the cashbox. Please make sure to keep track of the ticket sales when you are selling the tickets, and fill this in on the cashbox form, carefully checking if afterwards. During the ticket sales, please do not leave the cashbox unattended.

### **Reimbursements**

As of last year, there is an online reimbursement system. This system can be found on the RASA website ([www.rasa.nu](http://www.rasa.nu)), under For Students → Reimbursement System. Once you are on this page, you can fill in all the information required and attach either a picture or (preferably) a scan of the receipt. Note that **without a clear receipt, expenses cannot be reimbursed.** It is also important to know that only expenditures that are indicated in the budget can be reimbursed, so you can only spend money on budgeted items. In case you have any doubts of questions about this, please contact your CAO. Once the reimbursement has been filed, the RASA Treasurer will reimburse the expenses made within two weeks, unless the RASA Treasurer provides a valid reason for delay.

## Events

### Organizing Events

When organizing events, there are many things you will have to arrange and take care of, but it is most of all a lot of fun! To make it a bit easier for you, we made a small overview of things you will have to think of when organizing something.

#### *Time & Date*

The first step is picking a date and a time when the event will take place.

Please first check the **committee events planner** on the committee Facebook page, this is the link:

<https://docs.google.com/spreadsheets/d/14kEIQX4hOgQoknEBEhOEhhknxzwlvutzkZRoCzyek4/edit?usp=sharing>

Check whether there are already other events planned on the date you want to organize something. If there are already other events going on, consider choosing another date. If every society board does this, we can prevent the clashing of events and guarantee that every society gets the exposure they deserve. Also take into account that some weeks at UCR are busier than others, which means that during these busy periods less students might show up.

How the committee events planner work?

- You pick a date: comment on the date you want to organize an event (indicating society name, event name, location and time).
- The events in the committee events planner will automatically end up in the RASA newsletter, the whiteboard in Elliott and the weekly event overview which will be posted on the RASA Facebook page. However, if you want this to happen, you will need to put your event in the planner **before the Saturday the event will take place (23:59 the latest)**. Ideally, you put your event in the planner earlier than just a few days in advance.
- If you put an event in the committee events planner, but it turns out that for whatever reason the event is cancelled/moved to another date/different time or location, please update this. Otherwise it will end up incorrectly in the RASA newsletter, whiteboard and RASA Facebook page.

### *Location*

The next step is securing a location. It is recommended to do this as soon as possible, especially if it concerns external locations. In most cases, just sending an email will be sufficient.

In any case, you have to make sure that the location is **cleaned up** and back in the way you found it (e.g. chairs, tables) once the event has ended. The society board is responsible for this.

- If you wish to reserve a classroom in either Eleanor or Franklin (including the Maquettezaal), send an email to the student desk ([UCRreception@ucr.nl](mailto:UCRreception@ucr.nl)) indicating the time and date you will need the classroom. Do note that after 18:00, you will need **an extended white card** to access Franklin. You can request one at the ICT Desk in Eleanor.
- If you wish to reserve a classroom in Elliott **before** 18:00, also send an email to the student desk.
- If you wish to reserve a classroom in Elliott **after** 18:00, send an email to Common House Elliott ([elliott@ucr.nl](mailto:elliott@ucr.nl)). If you want to reserve for example the mensa, study area, bar downstairs or a meeting room, you also have to send an email to Elliott.

Some additional information regarding the use of Elliott →

### Opening Hours

Monday - Thursday	8:30 - 00:00 *Bar downstairs until 2:00 on Tuesday & Thursday.
Friday	8:30 - 21:00
Saturday	8:30 - 18:00
Sunday	8:30 - 21:00

### General Rules:

- If you are selling tickets during the lunch breaks, notify Elliott at least 48 hours before the ticket sale.
- No people from outside of UCR are allowed in Elliott, unless they are guests (e.g. guest speakers) of UCR. However, big groups are not allowed and if the event is promoted towards Middelburg and locals, it is not possible to have your event in Elliott. If you are uncertain, please contact Elliott.

- No alcohol can be served before 18:00.
- It is not allowed to bring or sell own food or drinks in Elliott. In case you have an event that requires this, contact Elliott beforehand.
- No more than 230 people are allowed in the downstairs bar, and no more than 431 upstairs.

### *Ticket Sales*

Some events involve ticket sales. If you want to sell tickets in Elliott, you will need to inform them at least **48 hours in advance** of this by sending an email to [elliott@ucr.nl](mailto:elliott@ucr.nl). This way they can coordinate the tickets and prevent too many people from selling tickets at the same time, which is also important with regards to fire safety in the hallway of Elliott.

### *Borrowing System*

For some events you might need certain items/equipment. On the RASA website you will find an overview of the items you can borrow (e.g. beamer, camera). You can reserve certain items by sending an email to RASA at least **48 hours** in advance, indicating the date, time, duration and purpose of the item requested. Then you will receive a response back and if approved, you can pick the item up during office hours (12:30 - 14:30). If you cannot make it during the office hours, also indicate this in the email. As soon as you are done with it, return the equipment in good shape and as soon as possible.

### *External Parties*

You should CC RASA ([rasa@ucr.nl](mailto:rasa@ucr.nl)) in your contact with all external parties. When you are organising big events, you might come in contact with external parties, like lecturers or external people giving workshops. To keep the overview, please inform your CAO before you start to contact external people. Your CAO can tell you whether other societies have already been in contact with the external party, and give you the information you need. The RASA Board will also maintain an overview of all the external contacts, to make sure the external communication is organized properly. When contacting external parties, make sure you use the RASA title, apart from the explanation of your own society. This helps to promote RASA, but also helps to prevent confusion as different societies or teams might contact the same people or organizations. Apart from that, mentioning the overarching association is often a way

to make sure companies take you seriously. Phone costs to contact external people will not be reimbursed. RASA has a RASA phone in the office that can be used for contacting external parties.

It is important to contact people well in advance, this way you have enough time to prepare the event, but you also ensure that the people you want there will be able to make it. Be clear about what is expected from them and what they expect from you. Make sure your guests know their way around Middelburg, or that you pick them up at the train station if necessary. Also, make sure you know how to address the person, and prepare a proper introduction for example if your guest is giving a lecture. Finally, do not forget to send the guest a thank you-note afterwards. If requested beforehand in the budget, it is often possible to reimburse the travel costs made by the lecturer and to present them with a thank-you gift worth no more than 7,50 euros.

### **Promotion**

Promotion is important for a society to build up and maintain an active member base, and to generate more interest in your bigger events. Keep in mind you should only start promoting bigger events after the RASA board has approved your date. Make sure to promote your event as a RASA event, meaning use RASA's name and logo. In general, do not use UCR's name for promotion. If you do want to use the name of UCR, please contact your CAO to ask for the possibilities. In this section you will find all the different ways in which to promote your society and its project on campus.

#### *Newsletter*

All events in the committee events planner will automatically end up in the RASA newsletter in the schedule at the bottom as well as on the whiteboard in Elliott. However, if you would like more attention, it is possible to have a separate piece in the RASA newsletter about your project/event. You can do this by sending an email to RASA, providing a short text and you can also include a small picture. Then the RASA secretary will make sure it ends up in the newsletter. However, do take into account that sometimes the format has to be changed in order to fit it in the newsletter. Also check your text for spelling mistakes and dates, because we cannot send out corrections.

The deadline for sending in something for the newsletter is the **Saturday before 23:59**, if you send it past the deadline, it might not be included in the newsletter and you have to wait until the next week. Keep in mind that the RASA board has the right to refuse requests as there might be many activities going on, thus sending a piece before the deadline does not necessarily mean it will be in the newsletter.

### *Facebook*

One of the most frequently used ways to promote events/projects is Facebook. Although this is usually a very effective way to promote something, keep in mind that too many messages will not reach their target, whereas too few messages will not do any good either. Only make a Facebook event after we have accepted your event on the committee events planner, and in order to ensure that students are not swimming in Facebook notifications and everyone gets the same amount of exposure, we implemented a few rules:

- Promotion for events can only be posted **once** a week per event on the Welcome to UCR page. However, you can promote it as much as you like on the society Facebook pages.
- Job or volunteering opportunities are sent to PUMA ([puma@rasa.ucr.nl](mailto:puma@rasa.ucr.nl)), who will then upload it to their Jobs & Volunteering Facebook page.

### *Printing Policy*

Please only hang up posters in the designated areas in the university and campus buildings, otherwise they will have to be taken down. Posters should be A4 size (bigger posters need to be requested), and please **remove** your posters after your event. You can use the RASA printer to print a **maximum of 10 posters/items** per event, and you will have to request this by sending an email to RASA at least **48 hours** in advance. You can then pick them up during the office hours. If you send the request too late, the RASA Board is allowed to deny the printing request. In case you have special requests (e.g. more than 10 items, flyers), let RASA know at least **one week** in advance, so there is time to discuss the exception.

## **Scenarios**

During the preparations (especially those leading up to bigger events), RASA definitely recommends societies to make a scenario. A scenario includes basically everything you need to know to make sure everything runs smoothly, and when and where everybody has to be. The scenario includes all the important information leading up to an event (e.g. who to contact when, what the most important deadlines are), as well as a detailed description/schedule of the event itself. This part of the scenario describes step by step what needs to happen, who is responsible and what needs to be put in place.

RASA also recommends you to write these scenarios down and put them in the RASA online storage, because future boards can benefit from this a lot (especially if you also add information about what might have gone wrong during the event). If you need a scenario template, you can always ask your CAO.

## **Entrance/Participation Fee**

Everyone has to pay entrance/participation fee (including the board members), but there are two situations in which the RASA member can ask for a waiver of this entrance/participation fee (as said in the policy Manual).

- RASA Member organizes the event
- RASA member provides a service at the event

However, this should always be cleared with the RASA Board before the event takes place.

## Elections & Transition

### Elections

After your board year, it is time for someone else to take over your position and form a new society board with other students. Be sure to promote your society amongst other students, because this is the best way to get them excited for running.

The society elections usually take place during Election Week at the end of the semester, during which society board members are democratically elected by the active members of the respective society. If you are elected, most of the time you are in the society board for two semesters.

For the **first** round of the elections students can sign up by sending an email to RASA before the deadline has passed (as mentioned in the election call), indicating the position and society they wish to run for. During the first round, students can only sign up for one position. The CAOs will then make an overview of who is running and which positions are still open. This will be published as well, either on Facebook, in the newsletter or via a separate email (calling for the second round). Once the deadline has passed, the **second** sign-up round starts. Everyone can run for the open positions, also students who already signed up for another position during the first round. In this stage it is possible for RASA members to be running for multiple society board positions. However, it is not possible to be chair of two societies at the same time.

The deadline for signing up for the second round is **24 hours** before the elections take place.

### Transition Period

When a new board has been elected, the transition period starts. During this important period, the old board teaches the new board all the ins and outs of their positions and what it means to be part of the society board. The old board also provides the new board with a society boardbook (different from this one), which every society should have and which needs to be updated every semester. It helps with the continuity of the society, and it prevents the new board from making the

same mistakes. A template for the society handbook can be found on the RASA website, but it includes amongst others the following:

- General information such as login details for the email and storage.
- Achievements/projects/events organized by previous society boards.
- Possible recommendations (e.g. plans for the future)
- An overview of external contacts.
- An overview of all the previous society board members.

During the transition period it is also recommended to meet at least once together with the old and new board, and to have one individual meeting based on the positions. This way the new board can ask questions that might pop up. Before the transition period starts, try to have the society boardbook ready and to have uploaded all the relevant documents to the online RASA storage.

### **End of Semester**

At the end of the semester, each society will be asked to write a small end of semester report. Towards the end of the semester you will receive further guidelines from your CAO about the exact content, but the purpose of the report is to reflect on the past semester by for example discussing the events that were organized, whether the goals were achieved, and the contact with the RASA board.

As mentioned earlier, you will also meet one last time with your CAO to reflect on the semester together. This is preferably together with the newly elected board, so they can also learn from this.

## **Merging, Suspension and Disbandment**

### **Merging**

If two (or more) societies severely overlap in focus, they can be merged. Both societies are then disbanded and a new society is created. Examples of this in the past are Film Society, CameRa and PhoRa, who merged into LENSE.

### **Suspension**

If a society does not have a complete board (missing a chair or treasurer or admin) or it does not function well according to the RASA Board, they may be suspended. This means that their budget is frozen and no more events will be organized. If it concerns an incomplete board, there will be elections to get a new board. If the society does not function well, the society board members can present the RASA board with a written proposal requesting the society to be unsuspending.

### **Disbandment**

If a society is either suspended for more than a full semester or does not have enough active members to warrant the budget and workload, the society is disbanded. This means that the society is inactive and no elections will be held. It is up to student initiative to revive the society (or a variation of it) at a future moment.

## Appendix - Template Budget Proposal

**[Insert Name Society]**

*[Insert Name + Position from all Board Members]*

<b>Name event/product</b>	<b>Price</b>	<b>Explanation of event/purchase</b>	<b>Justification for GA</b>
<i>Example:</i> Two Chocolate bars	<i>Example:</i> €8	<i>Example:</i> Two dark chocolate bars from the cheapest brand at Chocolate lovers	<i>Example:</i> Chocolate Society thinks it is a good idea to buy chocolate bars because it can make (part of) the student community happy.
<i>Etc.</i>	<i>Etc.</i>	<i>Etc.</i>	<i>Etc.</i>

## Chocolate Society (EXAMPLE)

	Income Fall 2016	Expense Fall 2016	R e s u l t	Income Fall 2017	Expense Fall 2017	R e s u l t
	#?	#?	# ?	€0	€200	-€200
Chocolate Lecture #1				€0	€50	-€50
Chocolate Lecture #2				€0	€50	-€50
Chocolate Lecture #3				€0	€50	-€50
Chocolate Workshop #1				€0	€50	-€50
Chocolate Workshop #2				€0	€50	-€50
Chocolate Workshop #3				€0	€50	-€50
Chocolate Excursion #1				€0	€50	-€50
Chocolate Excursion #2				€0	€50	-€50

As you can see in this fake budget from a non-existent committee, the respective society got €200 euros allocated from the budget. However, eight events of €50 euros have been approved (a total of €400). This gives the respective society more freedom in how to spend the €200 euros budget, since they can pick the four events ( $4 * €50 = €200$ ) from the eight approved ones that they like to host and organize most. Do note that more events have been approved than can be hosted, €200 euros is the maximum amount that can be spent by this society and the events have a maximum of €50 in this case.