Society
Handbook
2019-2020

Last updated – January 2020

For further questions, contact your CAO.

Roosevelt's All Student Association (RASA)

Established: 24 November 2004

Contact Information

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Account number: 1017.73.110, Rabobank Middelburg

RASA Board 2019-2020

Chair:	Charlotte Daemen	+31 6 23 08 73 10
Secretary:	Aditi Sharma	+31 6 33 52 43 14
Treasurer:	Ruben Riemens	+31 6 10 19 90 98
CAO:	Eva Kauliņa	+371 28 33 06 65
CAO:	Jacob Scharmberg	+31 6 45 74 18 29
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RASA Office Hours

	Mon	Tue	Wed	Thu	Fri
12:30 – 1:30	Aditi Jacob	Carlijn Eva	Ruben Charlotte	Aditi Jacob	Ruben Charlotte
1:30 – 2:30	Aditi Eva	Carlijn Jacob			

CAO Division Societies

Eva	Jacob	Carlijn
Cognition	GamesCo	Prism
Cooking Society	LENSE	CultureCo
PartyTeam	PhiloCom	LitRA
PoLaw	PUMA	MedAffairs
RAW	THEATRA	Music Society
RDS	Archimedes	SportsCo
UCRadio		Tabula RASA

Table of Contents

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 a 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 let us know.

In case you have any problems with external parties, students, or Society (Board) members, please do not hesitate to contact your CAO. Together with the rest of the RASA Board, they will be there for you.

And over all the work a Society is, don't forget to have fun doing it.

Kind regards,

Your RASA Board 2019-2020

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 (Dutch version of 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 RASA members via the RASA Newsletter. In case a RASA 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 (RASA), which means that their budgets are part of 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 RASA as a whole. This means that, even though Committees are active in diverse fields, they should aim to engage as many RASA members as possible. We encourage the Committees to be creative and keep in mind RASA's goal: to be the center of 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 and are continuous and quite independent from the RASA Board and other parties in their day-to-day work. Students are elected board members of a Society for two semesters. Teams, on the other hand, are Committees that work towards a specific goal or event that do not fall under the responsibility of a Society and are in the interest of the student body of RASA (e.g. graduation week or summer trip). 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. Teams have their own handbooks in which the relevant information is documented.
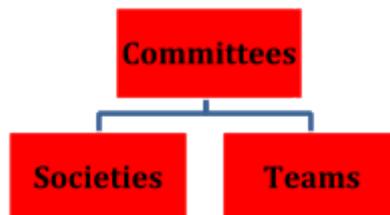
Relation RASA Board – Society Board

Relation CAO - Society Board
In order to guarantee optimal functioning of the Society, the Society Board and their Committee Affairs Officer (CAO) work closely together. The Society Board is responsible for running the Society, but it is up to the CAO to guarantee the best circumstances for the respective Society to do so. This requires communication on a two-way avenue: Societies have to keep their CAO in the loop about the organisation of their events, their budget, and possible problems as well as any other significant information, whilst the CAO should

try to attend important Society events and be available to answer questions, offer help, advice, and inform Societies about relevant changes at all times. The best way to reach your CAO is via the Society + CAO group chat (especially for important issues), but you can of course also always send an email to RASA or approach the CAO in person (e.g. during office hours). Using the RASA email provides the highest level of transparency. The CAO is the main contact person for Societies, and forms the link between the Societies and the RASA Board. If you have any questions, always go to your CAO first after which 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 makes sure your questions get answered.

During the semester, the Society Board will also meet at least three times with their CAO:

1. Start-of-Semester Meeting (week 1/2)
2. Midsemester Meeting (week 6/7/8/9)
3. End-of-Semester Meeting (week 14/15)

At the Start-of-Semester meeting, Society Boards will also be asked to write down their goals, which will be reflected 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 the issue. 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: independentbody@ucr.nl.

General Assemblies (GAs)

During the semester, there will be a few General Assemblies (GAs). GAs are there for the RASA members to vote on important matters, to be updated on important topics, and to raise their concerns. Fully aware of the importance of GAs - according to the Articles of Association, the GA is the highest body within RASA - , we stress that it is very important, especially for Society Board members, to attend GAs. There are two types of GAs which are especially relevant to Society Boards: the Budget GA and the Policy GA. During the Budget GA, students have the chance to approve or disapprove the budget. They are also able to propose amendments to specific motions, and thus change the budget. Especially for this GA, we stress the importance of the Society Treasurer to be present, in order to answer Society specific questions that might come up during the GA.

Moreover, the Policy GA is where changes to the Policy Manual are proposed and voted upon. During this GA, students can also propose changes to the Policy Manual. Policy changes may influence Societies drastically. We thus recommend to have at least the secretary/admin and chair 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 already know something you want to raise/discuss at the GA beforehand, please send an email to the RASA Board at least 48 hours in advance so it can be added to the agenda. Note that when you want to request €150 or more on top of the budget proposed, you are required to let the RASA Board know in advance.

Society Structure & Main Tasks

Society Board Structure

According to the Policy Manual, the Society can only exist if its board has at least a Chair and an Admin.
An Admin is both the secretary and treasurer of a Society Board and takes care of the financial as well as the administrative tasks of the Society.
However, ideally a Society consists of at least three board members (i.e. Chair, Secretary, and Treasurer). Other positions are General Board Member (GBM) or Society specific positions such as Designer or a Promotions manager.

Position Specific Tasks
Although all these positions can entail various tasks for different Societies, in principle each position is linked to its own tasks. If desired, the RASA Chair, Secretary and Treasurer can give you an introduction about what these different positions entail. Below, a short overview of the main tasks is provided.

The chair:
- o   is the primary spokesperson of the Society towards the RASA community and the RASA Board.
- o   sets the agenda and leads the meetings.
- o   bears the 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 all the activities of the Society and the responsibilities of the other board members.

The secretary:
- o   is responsible for recording the proceedings of meetings. This means taking minutes, creating and managing 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 email inbox (e.g. tagging, creating folders)
o bears the final responsibility of promoting the events; **Committee Calendar**, RASA website, posters, Facebook, etc.

The treasurer:
o keeps track of the Society's finances, i.e. making sure where and how the money is being spent.
o ensures that the Committee adheres to the overall budget and the budget per event.
o makes the budget proposals to hand over to the RASA Board at the beginning of each semester.
o handles the reimbursements.
o handles sponsoring after talking to the Society's CAO.

Active Members

Apart from the students in the board, its members are essential to every Society. An Active Member is someone who attends events regularly, i.e. attending at least two events in a period of two consecutive semesters as stated in the Policy Manual. All activities organized by a Society are open to all RASA members. A Society should consist of at least 10 active members. If this requirement is not met before the Society Board election period at the end of the semester, it is within the discretion of the RASA Board to suspend the Society. Therefore, it is very important that the Society secretary or admin maintains an active member list. Active members and Society Board members are the only people who are allowed to vote during the elections for the new Society Board.

There are exceptions to this rule for the following Societies. For those all RASA members are active members:
o Music Society
o SportsCo
o PartyTeam
o LENSE
o Tabula RASA

RASA Website & Storage

All Societies have their own digital storage system, which can be found on storage.rasa.nu. Log-in details are provided by the previous Society Board. In case you do not have this information, please contact RASA. All information about events and projects from previous Society Boards can be found in the storage (e.g. minutes, posters). In order for future boards to benefit from work done previously, we recommend all Societies to upload all relevant documents to this storage. Try to update the storage on a regular basis throughout the semester, as this prevents the task of uploading a lot of documents at the end of the year.

Each Society has their own page on the RASA website. For any changes you would like to make to your page, please contact the RASA Web Team. We recommend adding 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 a nice way to promote your Society (more information on promotion is explained later on in this handbook).

Budget

Procedure

Because RASA is an association, all expenses have to be approved by its members, as they essentially own the association's money. This happens once every semester at the Budget GAs. To get your budget approved, you will have to send in a request to the RASA Board. If the RASA Board approves your request, the RASA treasurer will include your budget posts in the overall budget proposal, which will subsequently be presented at the GA. Budget posts at this proposal always include a description outlining what the money can be spent on in detail. Only approved budget can be spent, and only according to its description. Therefore, it is important that you always work with the budget that was approved by the GA.

The budget procedure has four steps, which are explained in detail in the following section.

1. The first proposal

As 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. The design of the budget is event based: per event you specify what you need and how much money you expect it to cost.
In the appendix of this handbook, you will find the budget template. You are strongly advised to use this template to make your budget.

The template works as follows. In the column "description" you describe the event/product. It might occur that you need to put in an event twice, as shown in the example. If that is the case, please make the event name bold, add a hyphen and write down the more specific budget post, as shown in the example. In the "explanation" column, you can explain the event in more detail, so the RASA Board and the GA can see how this event fits the Society and benefits the community.
In the "income" column you write down the expected income. For most Societies,, this will be zero. However, it is possible to sell tickets for a certain event in which case the expected income should be included in the "income" section.
In the "expenses" column you write down the expected costs. When making the budget, make sure to carefully research the products you are buying and try to find the product with the best price-quality ratio. Finally, in the "breakdown of costs" column you thoroughly explain how the money will be spent exactly and why this would be the best possible

purchase. In case you expect a profit, you can include the ticket price and the expected amount of tickets sold with a justification.

Please take a good look at the following example. The template can be found in the Appendix

Description	Explanation	Income	Expenses	Breakdown of costs/income
Trip to chocolate factory – renting bus	We have been invited to visit the big chocolate factory in Germany, to see how chocolate is made and want to rent a bus	€0	€600	We have looked at bus companies and the cheapest option would be €600.
Trip to chocolate factory – ticket sales	We will sell tickets for the trip to the chocolate factory	€300	€0	We expect to sell 60 tickets and tickets will cost €5
Total		**€300**	**€600**	

Balance = Total Income– Total Expenses = €300 - €600 = - €300

In the example we see that the Balance equals - €300. This means that, if approved, RASA will reimburse a maximum of €300 as long as the money is spent in accordance with the proposal.

2. The RASA Board checks the first proposals

The RASA Board will then approve all the items that fit the goal of your Society and serve a sufficient number of students. It is possible for your total budget to be limited. For instance, you might get all of your 10 events approved, but with budget for only 5 events. This gives you the freedom to decide which events you will actually organize later in the semester. You will be able to spend budget on any of the approved items, but not all of them. To prevent your Society from spending too much on only one event, a maximum budget per event will also be set.

3. The appeal process

The RASA Board will provide feedback on your proposal and return it to you. Your Society can now incorporate this feedback and change the proposal. Alternatively, you may appeal to the decision of the RASA Board to disapprove a certain expense.

4. Finishing the budget

After the appeals, the RASA Board will go over the budgets once more. They will finalize the budget and send it back to the Society, after which both parties should agree on the final proposal. Finally, the budget will be presented at the RASA Budget GA of the respective semester..

Make sure your budget proposal includes the name of your Society, the names of the Society Board members and their positions, and an overview of the requested budget. A template and an example of the budget proposal can be found in appendices A and B of this handbook.

Some last important points:
- o It is not possible for Societies to budget for personal items (e.g. board sweaters). If you buy groceries and buy a shopping bag for these groceries this shopping bag will also count as a personal item and will not be reimbursed.
- o "Statiegeld" (the deposit) will not be reimbursed
- o Budgeting for food and drinks is discouraged (except for Cooking Society). Decisions on such items are made at the discretion of the RASA Board.
- o Reallocation of budget between events is not possible. However, reallocation of money within events is possible. Therefore, it is essential to use the template and clearly indicate the events. When in doubt, please contact your respective CAO.
- o It is not possible to budget more than €7,50 per thank-you gift per person.
- o It is not allowed to budget for a thank-you-gift for a UCR student
- o It is not allowed to budget more than €37,50 for thank-you-gifts in total

- UCR students can receive a reimbursement of up to €5 for travel costs, for non-UCR people up to f €50 can be reimbursed per person.

Committee Collaboration Fund

The Committee Collaboration Fund serves to facilitate collaborations between RASA committees. At the Budget GA, a certain amount will be assigned to this fund. This will allow committees to come up with collaborations during the semester. These collaboration events do thus not necessarily have to be in the original proposal. Instead, during the semester you can send in a proposal to the RASA email. For this proposal, you can use the same template as for the normal budget proposal.

Sponsoring

All sponsoring activities for Societies will be handled by the respective CAO in cooperation with the RASA treasurer. In practice this means that:
- 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. Only after approval of the RASA Board, you can contact the sponsor yourself.
- Always CC RASA in any email regarding sponsoring.
- Sponsor contracts have to be signed by the RASA treasurer, otherwise they 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 different Societies. The RASA treasurer should have an overview of previous cases of sponsoring in a sponsor 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 via 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, who will in turn contact the RASA treasurer.

Invoices

Please send any invoices you receive to RASA by email (make a scan if you only received a physical invoice). In most cases, you can just forward the email you received from the charging party to the RASA Board. Invoices for sponsors will be made by the RASA treasurer, so make sure to contact your CAO for this. It is important that you do not create any contract yourself as that would be illegal.

If you are organising an event facilitated by an external party, always ask them for an offer first (they are always willing to give you one) and forward it to RASA. You can only commit to something after we have approved the offer. This is to make sure it will fit in your budget and that none of the Society Board members have to pay the remaining sum.

Cash box

For events that require physical sales, you can use a RASA cash box. Please email the RASA Board at least four days in advance to request a cash box. That way, the RASA treasurer has enough time to prepare it. In this email, you should specify the price of the sold item(s) and the quantity you expect to sell. Provided that you request a cash box in time, you can pick it up at the RASA office before you start selling and return it afterwards. If this is outside the RASA office hours, please indicate this in the email, to make sure someone is present at the RASA office to hand over the cashbox. The RASA treasurer will make sure that there is a "Cash Box Form" in the cash box. Please check this when you receive the cash box. Please also keep track of your revenues while selling your item(s), and note this down on the cashbox form which you should check once more afterwards. During the ticket sales, please do not leave the cashbox unattended as you are responsible for it (and it's content) until you return it to the RASA treasurer.

Reimbursements

There is an online system for requesting reimbursements, which can be found at reimbursement.rasa.nu. On this page, you can fill in all the information required and attach either a picture or a scan of the receipt. Note that without a clear receipt, expenses cannot be reimbursed. It is also important to know that only expenses that are indicated in the budget can be reimbursed. In case you have any doubts or questions about this, please contact your CAO.

When a RASA member has made an expense, they have to fill out the reimbursement form no later than four weeks after the expense has been made. Once the reimbursement has been filed, the RASA treasurer will check it and, if approved, fulfill it within two weeks.

Events
Organizing Events

When organizing events, there are many things you will have to arrange and take care of. But, most of all, it is 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 an event.

Time & Date

The first step is picking a date and a time when the event will take place. First, check in the Committee event calendar whether there are already other events planned on the date you want to organize something. If there are, 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. Less students might show up during busy periods.

Each Committee has access to RASA event calendar system which holds all their events. Every event you add/change/delete has to be approved by the RASA Boardto prevent potential problems.

The events in the calendar will automatically end up on the RASA website and be added to the RASA newsletter and the whiteboard in Elliott. However, we can only guarantee its addition to the newsletter and whiteboard if you put your event in the calendar on or before **the Saturday prior to the event at 23:59.** Ideally, you put your event in the planner earlier than just a few days in advance (e.g. as soon as you have planned the event)..

If you put an event in the event calendar, but it turns out that for whatever reason the event is cancelled/moved to another date/different time or location, please update this as soon as possible. Otherwise, it will end up incorrectly on the RASA website, in the RASA newsletter, and on the whiteboard.

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, sending an email will be sufficient.

In any case, you have to make sure that the location is **cleaned up** and returned to the state you found it in (e.g. chairs, tables arranged as before) once the event has ended. The Society Board is responsible for this.

- If you wish to reserve a classroom in either Eleanor or Franklin (incl. the Maquettezaal), send an email to the reception (r.reception@ucr.nl) indicating the time and date you will need it. 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 reception, however, please CC Elliott to keep them updated.
- If you wish to reserve a classroom in Elliott **after 18:00**, the mensa, study lounge, downstairs bar or a meeting room, send an email to Elliott (elliott@ucr.nl).

Some additional information regarding the use of Elliott:

<u>Opening Hours</u>

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:
- Big groups of people from outside UCR are not allowed in Elliott 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 generally allowed to bring or sell your own food or drinks in Elliott. If you would like to request an exception, 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 need to inform them at least **48 hours in advance** by sending an email to elliott@ucr.nl. This way they can prevent too many people from selling tickets at the same time. This is also important with regards to fire safety in the hallway of Elliott.

Borrowing System

RASA owns many items that can be borrowed by any RASA member, including Societies. You can find an overview of the items that can be borrowed in the borrowing sheet. 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. If approved, you can pick the item up during office hours (12:30 - 14:30). If you are not able to come to the RASA office hours, please indicate this in the email and we will do our best to accommodate a different time. As soon as you are done with the item(s), return them in good shape. Do note that you are liable for any borrowed equipment until it is returned to a RASA Board member.

External Parties

When you are organising big events, you might come in contact with external parties, such as lecturers. To keep the overview, please inform your CAO before you start contacting 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. You may CC RASA (rasa@ucr.nl) in your contact with all external parties if you deem it relevant. 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 and prevents confusion as different Societies or Teams might contact the same people or organizations. Besides that, mentioning the overarching association is often a way to make sure companies take you seriously. Notably, phone costs to contact external people will not be reimbursed.

It is important to contact people well in advance in order to have enough time to prepare the event. Think about how to address the person, and prepare a proper introduction if relevant. Remember to ensure that the people you want there will be able to make it and be clear about what is expected from them and what they expect from you. Help guests find their way around Middelburg, and pick them up at the train station if necessary. Finally, do not forget to send the guest a thank you-note afterwards. If requested beforehand in the budget, it is possible to reimburse the travel costs made by the lecturer (up to €50) and for a thank-you gift (up to €7,50).

Promotion

Promotion is important for a Society to build up and maintain an active member base, and to generate more interest in bigger events. Keep in mind that 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/or 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 possibilities.

Newsletter

All events in the Committee events calendar will automatically end up in the RASA newsletter and on the RASA website in the schedule at the bottom as well as on the whiteboard in Elliott. If you would like your event to receive 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. You can also include a picture or digital poster. The RASA secretary will make sure it ends up in the newsletter (do take into account that sometimes the format has to be changed in order to fit). Please check your text for spelling mistakes and dates, because we cannot send out corrections.

The deadline for sending in something for the newsletter is **Saturday before 23:59**. If you send it past the deadline, it might not be included 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 in 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, too many messages will overwhelm your audience, whereas too few messages will not reach your audience. Only make a Facebook event after incorporating it into the RASA calendar. In order to ensure

that students are not swimming in Facebook notifications and everyone gets the same amount of exposure, we have implemented the following rules:

- Promotion in the Welcome to UCR group for one event has to be at least **7 days** apart. However, you can promote it as much as you like on the Society Facebook pages.
- Job or volunteering opportunities should be sent to PUMA (participatingunitingmiddelburgassociation@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 be taken down. Posters should be A4 size (bigger posters need to be requested), and should be **removed** after your event. You can use the RASA printer to print a **maximum of 10 posters/items** per event which can be requested 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 cannot guarantee the fulfillment of 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.

Posters can also be displayed on the screens around campus. You can send them to UCR's communications office.

Scenarios

During preparations (especially those leading up to bigger events), the RASA Board strongly recommends Societies to make a scenario. A scenario includes all aspects of your event in a clear and structured manner. This includes all the important information leading up to it (e.g. who to contact when, what the most important deadlines are), as well as a detailed description/schedule of the event itself describing step by step what needs to happen, who is responsible and what needs to be put in place.

RASA also recommends for these scenarios to be written down and placed in the RASA online storage so future boards can benefit from them as well (especially if you also add information about what might have gone wrong during the event).

You can find a scenario template on the RASA website.

Entrance/Participation Fee

Everyone attending an event has to pay any applicable entrance/participation fee (including board members). Nevertheless, a RASA member can request a waiver for these fees under the following conditions (as outlined in the Policy Manual):

- The RASA member provides a substantive service at the event
- The waiver is requested 48 hours before the event takes place and is approved by the RASA Board.

- The budget for the specific event is not exceeded.

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 to run.

The Society elections usually take place at the end of the semester. Society Board members are democratically elected by the active members of the respective Society. The default term for every Society Board position is 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 on Facebook, in the newsletter, or in a separate email.

Once the deadline has passed, the **second** sign-up round starts, in which 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 period, the old board teaches the new board all about their positions and what it means to be part of the Society Board. The old board should also provide the new board with a Society-specific board book (different from this one), which needs to be updated every semester. It helps with the continuity of the Society, and prevents the repetition of mistakes. A template for a board book 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.

The old and new board are advised to meet at least once during the transition period. Additionally, the old and new member in each position should have one individual meeting, allowing individual questions to be asked.

Before the transition period starts, try to have the Society Board book 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. 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 with your CAO one last time 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, which merged into LENSE.

Suspension

If a Society does not have a complete board (less than chair and 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 can be organized. In case of an incomplete board, there will be elections to fill the open positions. If the reason for the suspension was that the Society did not function well, the Society Board members can present the RASA Board with a written proposal for changes to restore proper functioning. If the proposal is approved by the RASA Board the Society will be unsuspended to give them a chance to implement the changes.

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 can be disbanded. This means that the Society is inactive and no elections will be held. It is up to the initiative of the students to revive the Society (or a variation of it) at a future moment.

Appendix
Template Budget Proposal

[Insert Society Name]
[Insert Name + Position of each board member]

Description	Explanation	Profit	Expenses	Breakdown of expenses/profit
Total	-			-

Balance = Total Profit – Total Expenses =_____ - _____ = _____

Example Budget Proposal

Chocolate Society

Charlie - Chair

Willy - Secretary

Wonka - Treasurer

Description	Explanation	Profit	Expenses	Breakdown of costs/profit
Trip to chocolate factory — renting bus	We have been invited to visit the big chocolate factory in Germany, to see how chocolate is made and want to rent a bus	€0	€600	We have looked at bus companies and the cheapest option would be €600.
Trip to chocolate factory — ticket sales	We will sell tickets for the trip to the chocolate factory	€300	€0	We expect to sell 60 tickets and tickets will cost €5
Chocolate tasting	We want to organize a chocolate tasting event, where people can taste different kinds of chocolate.		€30	We need to buy chocolate. We want to have 6 different kinds, all of which cost €5.
Total		**€300**	**€630**	

Balance = Total Profit — Total Expenses = €300 - €630 = - €330

This would mean that RASA can in total reimburse €330 for the events of the chocolate Society. Do note, however, that, since reallocation of money is only allowed within events, RASA will not reimburse €330 for just the chocolate tasting event. For that event they will only reimburse €30. In other words, the €300 reserved for the trip to the chocolate factory cannot be transferred to the chocolate tasting event.