

Policy document 2022-2023

**XLIIInd board of SIB-Utrecht
"Defining our Destiny"**



SIB-Utrecht

Dutch United Nations Student Association

Contents

1. Introduction	4
2. Vision, Motto and Targets	5
2.1. Vision	5
2.2. Motto	6
2.3. Targets	6
2.3.1. Improving the diversity within SIB	6
2.3.2. Maintaining the quality of our Intellectual programme	7
2.3.3. Keep reducing SIB's environmental footprint	7
2.3.4. Continue to prioritise member integration and cohesion	8
2.3.5. Looking ahead: the future of SIB	9
3. General	11
3.1. Board	11
3.2. Board Committees	11
3.3. Committee Policy	12
3.4. Alumni	13
3.5. Housing	13
3.6. Downscaling of Activities	14
3.7. Internationalisation	14
3.8. COVID-19	15
4. Secretariat	16
4.1. Information Distribution	16
4.2. Administration and Knowledge Preservation	16
4.3. Office and Archive	17
4.4. Website	17
4.5. IT Committee	18
5. Finance	19
5.1. Financial Management	19
5.2. Supporting Committees	20
5.3. Discount Policy	20
5.3.1. Summer Introduction Offer	20
5.4. Other Sources of Income	20
5.4.1. Alumni	21
5.4.2. Donations	21
6. Acquisition	22
6.1. General and the Acquisition Committee	22
6.2. Organisation and Communication	22
6.2.1. Newsletters	22

6.2.2. Organisation, composition and conservation of knowledge	22
6.3. Programme of Talks	23
6.4. Sponsorship	23
7. Internal Affairs	24
7.1. Member Integration	24
7.1.1. Introduction Periods	24
7.1.2. Mentor Policy	25
7.2. Member Connection	26
7.2.1. Association-wide Activities	26
7.2.2. First Year Activities	27
7.2.3. Members' Survey	27
7.3. Committees under the supervision of the CI	27
7.3.1. Internal Affairs Committee	28
7.3.2. Activities Committee	28
7.3.3. Travel Committees	29
7.4. The HapHop, VriMiBo and themed fortnights	29
7.5. Member Initiatives	29
7.6. Societies	30
8. External Affairs	31
8.1. Formats	31
8.1.1. Classic	31
8.1.2. Tuesday Twist	31
8.1.3. Film lectures	31
8.1.4. Talks and Twists this year	31
8.2. Location	32
8.2.1. Instituto Cervantes	32
8.2.2. Cafes	32
8.3. Speakers	32
8.4. Quality	33
8.5. Diversity	33
8.5.1. Gender	33
8.5.2. Background	33
8.5.3. Education	33
8.6. Topics	34
8.7. Attendance	34
8.8. Evaluation	34
8.9. Symposium	35
9. Promotion	36
9.1. Brand Awareness	36
9.2. Internal Promotion	36
9.3. External Promotion	37

9.3.1. Channels	37
9.3.2. Tuesday evening programme	38
9.4. Merchandise	38
9.5. Committees regarding Promotion	39
9.5.1. Promotion Committee	39
9.5.2. UIT Committee	39
10. Epilogue	40
Glossary	41
Board & Committees	41
Student Association Terminology	42
Appendix 1: Committees and Societies	43
Appendix 2: External Contacts	47
Appendix 3: Independent Bodies	51
Appendix 4: Funds	52

1. Introduction

Dear reader,

Before you lies the policy document written by the 42nd Board of SIB-Utrecht (*Studentenvereniging voor Internationale Betrekkingen*, hereafter: SIB). Since its foundation in 1982, SIB has acquired a special and solidified position in both student life in Utrecht, and the world of International Relations.

SIB is characterised by the unique combination of intellectual and social activities. One important aim of the association is to interest and engage members in International Relations and affairs in the broadest sense. This is achieved through our intellectual Tuesday evening programme and an annual Symposium. In addition to this intellectual side, there is much room for socialising. SIB is an open association without hierarchy among members. Members get the chance to enrich their student life, both socially and intellectually, through opportunities to develop themselves in various areas.

This year, we will define our destiny. Together with our members, we focus on looking forward and increasing the stability of the association. This process is based on the two pillars of the association, “*inhoud en gezelligheid*”, thus continuing the work done in the past to improve and establish both the social and the intellectual side of the association. In short, by building on the past and the present, we ensure a healthy future for SIB-Utrecht.

This introduction is followed by the policy plan of the 42nd Board. Firstly, this year’s vision, policy targets, and motto will be discussed. Secondly, our organisational structure is briefly explained. Thirdly, the policy components will be addressed extensively from Chapters 2 through 9. We wish you a pleasant reading experience!

Please note that whenever SIB is mentioned in this policy document, this always refers to SIB-Utrecht. When reference is made to SIB in other cities (Amsterdam, Leiden or Groningen) or SIB-Nederland, this will be done explicitly.

Yours sincerely,

The 42nd Board / The XLII Board of SIB-Utrecht,

Xavier Schreurs, *President*

Lotte Kruitwagen, *Secretary*

Mila Subotički, *Treasurer*

Britte Brontsema, *Commissioner of Internal Affairs*

Jasper Buren, *Commissioner of External Affairs*

2. Vision, Motto and Targets

This chapter describes the vision and policy targets of this year's Board. Within the vision and targets, the statutory main objective of SIB-Utrecht is upheld. This objective is as follows: "The aim of the association is to create an interest among young people for diplomatic, economic, cultural, and religious affairs, which can exist or grow between countries, nationalities, and international organisations, and everything linked to this in the broadest sense." The Board's overall vision is composed of five policy targets, which will be elaborated on below, in Paragraph 2.3.

2.1. Vision

In this paragraph, we elaborate on five matters which play a prominent role this year. These are diversity, the intellectual programme, sustainability, the SIB community and member integration, and the future of SIB.

This Board's primary focus lies with diversity within SIB. We strive for a higher degree of diversity in our association, specifically in our intellectual programme. Therefore, this year we aim to increase the diversity of speakers in terms of gender, background, nationality, (dis-)ability and expertise. We aim to be an association with an interest in the world around her and want to ensure our members are introduced to all different perspectives.

Secondly, as every year, we will ensure the continuation of the intellectual side of our association. This year, the intellectual programme will take place once every two weeks (biweekly). Thus, every month will have approximately one Talk and one Tuesday Twist. We aim to make audience interaction an important part of the programme. With fewer activities each week, we will keep ensuring the quality of the Talks and Twists and improve attendance.

Additionally, the SIB community and social cohesion among members is an important focus. This also includes the ongoing process of internationalisation. In our association we have a diverse range of personalities, cultures, nationalities and interests. We aim to create an environment where all of our members can be themselves and discover the diversity around them.

Furthermore, sustainability is an important responsibility for everyone, including our association. We will maintain and expand the current sustainability goals in order to reduce the environmental footprint of our association.

Lastly, we want to look at the future of SIB. This year we will organise a reduced number of activities, whereby we want to ensure their quality and improve their attendance rate. We also want to look ahead to future Boards and create a policy for succession and transfer from one Board to the

next. This is meant to preserve the knowledge and useful practices of previous Boards and to ensure a smooth transition.

2.2. Motto

SIB is an association with an established balance between “*inhoud en gezelligheid*”, which makes us unique. We are evolving to the world around us and facing new challenges. More than ever we need to look ahead. Under the motto ‘Defining our Destiny’, the 42nd Board aims to make our association future-proof by focusing on quality, sustainability and diversity.

2.3. Targets

Listed below are the targets which the Board will pursue during this year.

2.3.1. Improving the diversity within SIB

We aim to be an association with an interest in the world around us and want to ensure our members are introduced to all different perspectives. For that reason, we will make the member registration and membership base fitting for everyone by asking (new) members for their pronouns and updating the membership base Conscribo, by adding preferred pronouns before the end of this year.

We also want more diverse backgrounds in our speakers. With the term diversity we mean diversity in terms of gender, background, nationality, (dis-)ability and expertise. To this end, we will cooperate with several organisations that fight for diversity and the voices of unheard minorities. Examples are: Shelter City, Omroep ZWART, Black Archives, Anteros and Peace Brigades International. We will also consult groups and organisations for advice on increasing the diversity of speakers and opinions in our intellectual programme. Further explanation of diversity and the choices made can be found in Paragraph 8.5. This year we will set up a collaboration with three of these institutions/corporations that fight for diversity. This can be for a Talk, Twist of Thursday activity. We will also continually work on a diversity manual for the External Affairs Committee to help them in increasing diversity with tips and suggestions. Additionally, we will ensure that the speakers are divided across a representative gender spectrum, as per the continuation of policy from the past few years.

2.3.2. Maintaining the quality of our Intellectual programme

To maintain the quality of the talks and intellectual activities at SIB this year, we have set up a handful of goals. All explanations and backgrounds of the goals are found in chapter 8. The goals are listed below with each a short description.

The ratings of Tuesdays last year indicated that Tuesday Twists tend to get better ratings. The end of year survey combined with experience from previous years tells us that the classical format (45 minutes talk with 45 minutes for questions) no longer suffices to maintain the attention of attendees. These reasons lead to the following target: At least half of the Tuesdays have a format different from the classical format.

In line with the goal of diversity above, guidelines will be set up with tips and sources for the External Affairs Committee to increase diversity of speakers. We will collaborate with at least three organisations that fight for diversity of people and opinions (following Paragraph 2.3.1.).

As students we may be drawn towards academics as providers of knowledge. This does not help in achieving diversity of topics and speakers. Therefore we will have the following target: At least 30% of speakers should have no academic position.

Attendance has become an important issue for the intellectual programme. Across last year the attendance rarely exceeded 30 people. We will at least maintain the attendance on Tuesdays and expect it to rise with a decrease in activities. We aim to have an average attendance across the year of at least 25 people per Tuesday activity.

The evaluation of Tuesdays still takes place through a QR-code leading to a survey asking for a rating. New this year is the success rating. This is simply the attendance multiplied by rating (see Paragraph 8.8.). We aim to maintain an average rating of 8. A successful activity is defined as having a success rating above 200.

The end of year survey gave an overview of the subjects most appreciated by our members. About 14% of votes were cast on STEM-topics (Science, Technology, Engineering, Mathematics). This was not part of the topic diversity last year, but it was in 2020-2021. It will be reinstated at 10%. The rest of the percentages are also resulting from the end of year survey. 40% of the Tuesday activities will be socially relevant, another 50% international relations focused and a remaining 10% about STEM-topics. These goals will be measured with a 5% margin.

2.3.3. Keep reducing SIB's environmental footprint

Everyone has to contribute to face the challenges of climate change. As an association we carry a responsibility to educate our members and set a good example. Therefore, we attach great value to our sustainability goals. The most impact we make are in travel, food, clothing and merchandise.

We will continue the sustainability plans as implemented by previous Boards. These plans concern green travel options, vegetarian food options and eco-responsible promotion materials in fitting amounts. On top of that we want to increase the accessibility for vegan food options, decrease the amount of clothing produced for SIB and reduce the number of physical cards sent by the Board. We will include these additions to the SIB Sustainability Protocol.

By increasing the accessibility of vegan food options, we want to enable members to choose as eco-friendly as possible. This would mean all offered food options are vegetarian and increasingly vegan. The aim is not to make our association vegan, but in cases where a vegan, budget-friendly option is available, we will make this accessible for our members.

During a year at SIB, several committees customise a t-shirt to enhance their visibility during their activities. The Board usually finances the imprint, while the committees buy the t-shirts themselves. We want to make this aspect of the association more sustainable by seeking a green alternative and collaborate with an eco-friendly company. When this is established, we offer to pay for the imprintation if the committee purchases t-shirts in this collaboration. If this is not (financially) possible, the committee can use the existing general SIB-shirts.

The Board will send out cards for birthdays, festivities and invitations. These will be sent out in a similar way as the SIB-link. The standard option is receiving the cards digitally and on the website the members can change this to physically if they wish so. This preference will be added to the registration form of the association to have a clear overview. The constitution cards will be sent out physically to other Boards and previous Board Members of SIB.

2.3.4. Continue to prioritise member integration and cohesion

Member integration and connection are essential in making sure our association thrives. Personal contact with our (new) members is key in strengthening the connection, more on this can be found in Paragraphs 7.1. and 7.2.

Goals for member integration concern dropouts and active members. An active member is a member of a committee, captain of a society and/or present every two weeks. Active members are integrated in our association and have a higher chance of staying members for a longer period of time. This year's targets concerning member integration and connection are:

1. a number of first-year dropouts below 30%, excluding internationals on an exchange year;
2. a number of second-year dropouts below 25%;
3. 60% of the first years are active members;
4. 55% of the second years are active members.

These numbers have not changed from previous years. The notion that internationals on an exchange year will be excluded, is new however. Members on an exchange year are a valuable addition,

because they bring new perspectives and cultures to our association. It is however clear from the start that they will only stay a member for one year. This year they will therefore not be included in the number of dropouts. We will however also inform the GMA about the numbers including these internationals on exchange.

2.3.5. Looking ahead: the future of SIB

To ensure stability in the future for SIB as an association, some sub-targets are established concerning executing parts of SIB's multi-annual plans, adjusting the Articles of Association and setting up documents for Future Boards.

Firstly, last year's instated strategic plan for SIB's future dictates the formation of two multi-annual plans during 2022-2023, each to be presented at a General Members' Assembly (hereafter: GMA);

- Multi-annual plan regarding member recruitment - Deadline: Half Year GMA 2023
 - Re-evaluation of how SIB is promoted externally and setting up a new promotion plan
- Multi-annual plan regarding the Programme of Talks - Deadline: Election GMA 2023
 - Re-evaluation of the current format and possible suggesting adjustments

A task force will be set up for conducting these plans. The task force will be overseen by the President and shall be filled with three to four people, starting in November. The second deadline has been altered from the original Year GMA to the Election GMA. Because of the long duration of a Year GMA and considering that a plan regarding the Programme of Talks could have a big impact on the policy of the next Board, our conviction is that it is necessary to have worked out these plans on this early basis. Before these GMAs, we intend to hold Member Consultation Moments (hereafter: MCMs) to investigate members' thoughts on these subjects. The MCMs will be carried out in time, so they can properly be taken into account during the set up of the plans and thus contribute to maintaining the future of SIB.

Secondly, the Articles of Association will be changed this year, in response to a new law: *Wet Bestuur en Toezicht Rechtspersonen*. This law obligates associations and foundations to include a regulation in their Articles of Association which addresses the responsibilities of the Board members in case of absence, and ensures equal say in decisions made within the Board. The law granted a five-year period for changing our Articles of Association accordingly, which runs until 2026. Additionally, an investigation by Board Van Dorp has shown that the contents of our Articles of Association are somewhat outdated and suggestions have been made for alterations content-wise. The alteration process will be supervised by the President. Initially, a task force is not necessary to be

set up, though the possibility of it will be kept in mind. At this point, the aim is to present the alterations at the Half Year GMA. Adjustments suggested by the GMA can be conducted hereafter. Final voting by the members will occur during the Election GMA. Costs regarding payment of the notary will be covered by the general reserve.

Following the changement of the Articles of Association, we intend to start the process of updating the Rules of Procedure (in Dutch: *Huishoudelijk Reglement*). A first investigation of this document, in effect since 2018, has shown that the contents for big parts are outdated. Since the alteration of the Articles of Association will take up a considerable amount of time, the Rules of Procedure will not be altered this year. As this document is strictly taken not bound to jurisdictional changes, the need for change is not bound to a specific deadline. However, as we believe this document should be properly updated, we will provide our successors with concrete suggestions of which contents should be altered and a set up for the process thereof.

Finally, to ensure a smooth transition between Boards we want to write a Protocol on Succession and a Protocol on Transfer. The Protocol on Succession provides the Board with a general planning regarding the succession, so this can be carried out systematically. The steps-to-be-taken are to be clearly written out, as well as the options and considerations a Board has to discuss during this process. The Protocol on Transfer ensures that new Boards are properly informed about what will await them in their upcoming Board year. Inasmuch as possible, the individual transfers (i.e., per function) will be included in the protocol. Both of these protocols preserve the quality and knowledge of previous Boards and help the new Board in knowing what to expect. Both these protocols could be reviewed and adjusted each year and function as up-to-date guides.

3. General

The General Members' Assembly is the supreme body of SIB. During the GMA, the Board reports about its actions and the current state of the association. Each SIB-member must have the opportunity to participate in these meetings, and contribute to the decision making.

The Board is supported in its duties by four Board Committees. Furthermore, SIB has various regular committees which organise activities and trips year-round. These committees are supervised by the Board. The organisational chart is shown on the page below. Policy changes in any of these committees will be elaborated on in the chapter of the responsible Board members. In addition to committees, members can freely establish societies within the association to gather and organise activities. For an overview of our committees and societies (see Appendix 1).

SIB also has three bodies which operate independently of the Board. They answer directly to the GMA. These are the Board of Advisors, the SIB-Link, and the Audit Committee. More information on them can be found in Appendix 3.

3.1. Board

The 2022-2023 Board of SIB-Utrecht consists of five members. The three usual positions are; President, Secretary and Treasurer. SIB also has the positions; Commissioner of Internal Affairs (CI) and Commissioner of External Affairs (CE). This year, no Commissioner of Promotion (CP) and Commissioner of Acquisition (CA) were appointed. The Secretary has taken place in the Promotion Committee as a general member and the President has taken place in the Acquisition Committee as a general member. These two committees will operate more independently because of this construction, but will keep in close contact with the Board. Elaboration will follow in respectively Chapters 6 and 9.

3.2. Board Committees

Members of Board Committees provide a major contribution to keeping the association running, by supporting the Board members in their specific areas. These Board Committee members bear a great responsibility, since they contribute to the realisation of policies made in their area. An elaboration of these committees can be found in Appendix 1.

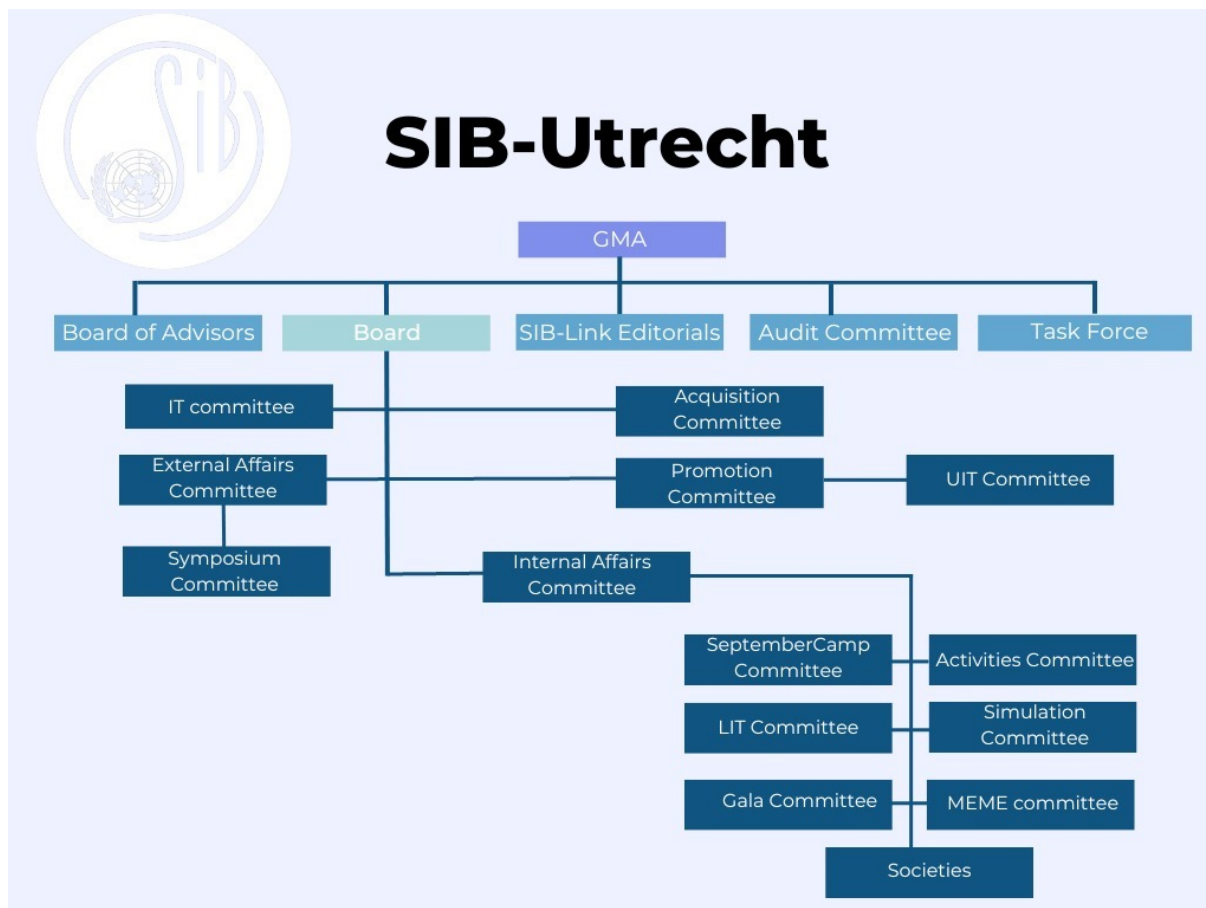


Figure 1. Organogram of SIB-Utrecht.

3.3. Committee Policy

Committees are an integral part of SIB, and are of great importance for the functioning of the association. Therefore, the Board wishes to express its heartfelt gratitude to all committees. This is shown through handing out thank-you gifts and the annual Committee Appreciation Day. The Board supports each committee in their efforts through training their respective President, Treasurer and Commissioner of Promotion, and by being available for aid or advice when the committee needs it.

The Committee Appreciation Day is open to members who were in a Board Committee, a committee with a year round task (i.e., a Project Committee and/or an independent body of SIB). On this day members of Board Committees, committees with a year round task and independent bodies

will receive their gift, to thank them for their efforts. Members who took part in Project Committees are thanked with their gift after completing their respective project, as it is more appropriate and personal to thank a committee directly after their project. They are invited to the Committee Appreciation Day, but will not receive a gift here, since they have already had it.

3.4. Alumni

The Secretary will be responsible for the alumni policy this year. Alumni receive the alumni magazine (Ad Infinitum) in the first half of the academic year, a christmas card and a dies card. These cards will be sent out digitally. If an alumni wishes to receive physical mail, they can notify the Secretary. This option will be made clear with the first card. Because of a lack of data on birthdays and current addresses, the alumni will not receive a birthday card. As usual, the Secretary will promote the option to become an alumnus among people who deregister from SIB. This register form will also be updated by asking for pronouns and birthdates. The current Alumni will be invited to the Alumni Drinks, which will be organised by the Board.

3.5. Housing

Since August 2020, the SIB office is located in Pnyx at Princetonplein 9 at the Utrecht Science Park. In the evenings (i.e., between 17:00 and 23:00), it is managed by Pnyx porters. They manage the building, meeting rooms and the mail. SIB will maintain a good relationship with the porters.

Since 2016-2017, one Board member of each of the full-time Boards in Pnyx has formed a Pnyx Committee. This is usually the President, and concerns AEGEE, ESN, Histos, SIB-Utrecht, USHC, and Vidius. This year will be no exception. The aim of this committee is to maintain friendly contacts among each other and to ensure that the users of the building comply with the house rules. The committee also concerns itself with the possible relocation back to the city centre by staying in frequent contact with those responsible.

As our Tuesday evenings have evolved, so have our location choices. The majority of the biweekly (once every two weeks) Tuesday Talks remain located at Instituto Cervantes, whom we have extended our contract with until the end of 2022. We intend to extend this contract for another year. Since attendance of Tuesday Talks has remained relatively low for pertaining to the venue of Instituto Cervantes we normally attend, we will look into alternative venues this year. These will be sought both within Instituto Cervantes itself and outside at other locations. Cafe De Beuntjes offers a good option for Talks for example, as some have successfully been hosted there last year. Further elaboration will follow under Paragraph 8.2. For the Tuesday Twists, we do not have a standard

location. This enables organisers of these evenings to choose their platform freely but budget-friendly to accommodate the specific activity they are planning.

Since the end of 2021, Cafe Hemingway was no longer available as a regular venue for the weekly drinks on Tuesdays, as there was a change of ownership. Following that development, SIB has had different venues accommodating the weekly Drinks. We intend to again have one or two fixed venues. We are currently exploring Cafe De Tussentijd and Cafe De Beuntjes, besides Cafe 't Pandje. We will experiment with different locations, not limited to these three, and decide on a final location for the Drinks this year. If multiple options are available, members will get the chance to vote on the final location(s) for the Drinks during the Half Year GMA.

3.6. Downscaling of Activities

The development of SIB the last few years has shown that attendance at activities has dropped gradually, mostly caused by the COVID-19 pandemic. Because of this, the programme as a whole had to be reconsidered. This has resulted in a redesigning of the quantity of both the Tuesday programme and the Thursday activities. The redesign comprises a general downscaling of activities, meaning that in essence there will be one single activity per week. On a monthly basis, this comes down to two Tuesday evening programmes and two Thursday activities. The Tuesday and Thursday programmes will alternate each other. With this downscaling of activities, we hope to raise attendance at the activities in general, under the guise of quality over quantity. Weekly Drinks will continue to be held on each Tuesday, also in weeks that no Talk or Twist is organised. In these weeks, the Drinks will start at 20.00 as opposed to 21.30. To gauge members' opinion on the downscaling altogether and the start time of the Drinks, a separate section on this topic will be created in the Interim Member Survey set for January 2023 (see Paragraph 7.2.3.).

Since in previous years some activities had to be cancelled due to a lack of interest and/or registrations of members, a survey will be sent out to gauge the interest of members for specific activities. As these activities are set to be organised after the Christmas recess, the survey will be held some time before. Elaboration on the General Interest Survey will follow in Paragraph 7.2.3.

3.7. Internationalisation

Internationalisation comprises the openness and accessibility of SIB for international students. In the past few years, steps have been taken to ensure that international students can participate in the associations' activities and decision-making processes. We will follow the guidelines established in the previous (two) years. Active recruitment of international students will be done during the

Orientation Week coming February. Moreover, external promotion will be done in English, allowing international students to find us via those means as well.

Furthermore, we will continue the collaboration within the Federation of International Student Associations (hereafter: FISA). The President takes a seat in the FISA Board. As an umbrella body, FISA will continue to represent the international student community towards Bestuurlijk Actief. Further elaboration can be found in Appendix 2, under 'External Contacts of the President'.

3.8. COVID-19

Although COVID-19 at times does not feel to exist anymore, we must keep in mind that it is still out there. At this point, it seems unlikely that COVID-19 will develop into a new phase of a pandemic. Nevertheless, we will keep track of possible new developments and measures. If necessary, the weekly programme could be altered, for example to online alternatives. In case of an outbreak among the members of SIB, last-minute cancellations of activities will be considered. Members can report a COVID-infection to the Board. They can then inform other members that could have been contaminated, without comprising the anonymity of the initial member.

4. Secretariat

The Secretary is responsible for the association's administration and providing information to members and external parties. Furthermore, the Secretary will maintain the website as well as the office and its facilities.

4.1. Information Distribution

The Secretary informs all members by means of the e-SIB, SIB's weekly digital newsletter. The e-SIB will be sent every Monday at noon. The objectives are to inform members about the activities of SIB and to encourage them to participate in these activities. The e-SIB also has room for other news, which means that important external events, internship vacancies and other announcements that members may be interested in are also promoted. Usually, it is the Secretary who writes the e-SIB but other Board members can take over for special occasions. In addition to this newsletter for members, there is a newsletter for external parties such as collaboration partners, speakers, associations and other interested parties. This newsletter will be sent when a big event such as a symposium is coming up. We want to re-introduce the newsletter with the aim of increasing the presence of non-members.

4.2. Administration and Knowledge Preservation

Administrative duties include the processing of (digital) mail and updating the member and alumni administration. In the member administration, the Secretary keeps track of, among other things, the committee and society activities of members and information on how new members discovered SIB. This year the member administration will be more inclusive by adding pronouns in the register form and the member has the possibility to choose a preferred salutation.

Important (Board) documents and information from more recent Board years is stored on Google Drive, which is very user-friendly and accessible everywhere. On the NAS the Secretary can find documents from previous years, this external storage will be updated throughout the year. Previously, the Wiki was also used for storage of documents, but more recent Secretaries have come to the conclusion that this way of storage is outdated and not very usable. Therefore the information on the Wiki will be searched through this year and if necessary these documents will be transferred to the NAS. This to make the future Board transfer smooth and clear.

4.3. Office and Archive

The Board pays attention to maintaining the office and archive spaces. Members are welcome to visit the office. As several of this year's Board members also study besides their Board duties, the office will be open for members around two days during a week. This is subject to change because of the changing time-tables provided by the Board member's educational institutions.

Committee and association members can use the facilities in the office. They are welcome to use other rooms in the Pnyx building for meetings or activities. If they wish so, this can be arranged with the Board.

Important (policy) documents from (at least) the past ten years are stored in the archive, which is also located in Pnyx. To ensure that no irrelevant documents are present, the Secretary will review the inventory of the archive once a year and remove any redundant material. Other useful objects used by committees and members, are stored in a storage in the Pnyx building. The Secretary will create an overview about these objects and clean out irrelevant things.

4.4. Website

This year, the Secretary will be responsible for the maintenance of the website. This includes management of the member portal, created with the purpose of easy sign-ups for activities, and the Webshop platform for merchandise, created by last year's Secretary.

In the past, photos from activities and travels were posted on the private Facebook platform 'Sibbeling'. Since this platform is outdated and not well-known by new members, the Secretary wishes to build on the Photo page, launched by the previous Secretary. The target is to update this platform, since the last posted photo dates from January 2022, and to keep this page updated throughout the year. It is expected that the photos on the website from last year will be posted before the end of 2022.

On top of that, the Secretary wishes to make the website more user-friendly and update its functions. This will be done with the help of the IT Committee. The upcoming activities will be more up-to-date and noticeable. Also we strive to make it easier to navigate through the website and different pages. The Secretary and the IT Committee will investigate the options of making the website more inclusive and accessible to people with e.g. reading difficulties and visual problems. This will be done before the next Introduction Period (February).

4.5. IT Committee

This year, the IT Committee will again be under supervision of the Secretary. The committee will help and advise the Board on several IT related issues, such as the website and computers in the Boardroom. The Secretary will organise regular meetings with the committee and discuss the problems the Board is facing with IT. Since there were some comments from members about the functioning and looks of the website, the Secretary will organise a question round at the Half Year GMA, in which problems and suggestions for improvement can be expressed.

5. Finance

Throughout the year, the annual budget as established during the Policy GMA will serve as the financial guideline for the Board. Significant changes considered necessary by the Board are to be approved by the GMA (e.g., an adjustment to compensate for a generated difference between expected and realised expenses).

Maintaining the non-profit nature of the association is one of the main responsibilities borne by the Treasurer. Furthermore, the Treasurer manages the association's finances in compliance with the annual budget. The latter will be closely monitored by the Audit Committee, which also provides the Treasurer of advice. Financial matters are to be accessible and transparently communicated to members. To guarantee this, the Treasurer accurately maps all money flows and publishes an annual budget, a biannual financial report and an annual financial report, also ensuring their own accountability.

5.1. Financial Management

The Treasurer manages the treasury with a minimal amount in cash, the ASN savings account and the Triodos payment account owned by SIB-Utrecht.

The amount in the deposit, which is stored in the safe, will usually not exceed €100,- (one hundred euros) to prevent loss or theft of any amount above that. The amount in the deposit has been reduced by 50% compared to the previous year, since nearly all transactions made by the Board are digitalised. The payment account will usually not exceed €2.000,- (two thousand euros), an exception can be made if the Board expects to be needing a higher amount on short notice. Any amount above the set threshold will be transferred to the ASN savings account. Transfers from the savings account to the payment account are to be authorised by both the President and the Treasurer.

The Treasurer keeps the other Board members informed about the state of the finances at least once a week, during the Board Meeting. The other Board members are also informed about the debits, which will usually be announced to the debtors within fourteen days and collected within 42 days after the activity that is paid for. If an exception is made, members from whom collections are made will be notified by email. Annual contributions from donors and alumni will also be collected. The Treasurer will send invoices and pay invoices received by them.

5.2. Supporting Committees

The Treasurer will provide training and supervision to the Treasurers of committees and is responsible for the accountable spending of committees, that is for example verifying their budgets, explanation of the subsidy requests, facilitating finalisation and providing advice and guidance if needed. The Treasurer can thus intervene in the financial planning of a committee wherever they deem necessary.

5.3. Discount Policy

Several committees are granted a discount for activities at which they are unable to fully participate due to organising responsibilities. These are the following committees: Gala Committee, September camp Committee, Activities Committee and Simulation Committee.

The September Camp Committee will get a discount from approximately 50%, they only have to pay for half camp instead of the whole camp. The Simulation Committee will get a discount of 50%, due to the fact that they are constantly busy with organising the simulation during the game and that they don't get the chance to participate in it. The members of the Gala Committee will get a discount of 25%, because they all have a responsibility and they can not participate completely. The Activities Committee will also get a discount, but that amount will be decided per activity. They will have to communicate that amount to the members.

5.3.1. Summer Introduction Offer

The special introductory offer for new members who register during the Utrecht Introduction Period (hereafter: UIT) is still valid. This entails the following: instead of the usual €60,- annual membership fee, new members may opt for either a €10,- discount on the annual membership fee of their first year, or a 6-month membership for the price of €10,-. This introductory offer is only valid when new members sign up during the UIT. If they register during the Orientation Days, they may opt for either a €10,- discount on the annual membership fee of their first year, or a 6-month membership for the price of €30,-. If a new member opts for the €10,- or €30,- membership-deal, and they choose to extend their membership after the first six months, they are to pay the remaining €50,- or €30,- of a normal annual membership fee.

5.4. Other Sources of Income

5.4.1. Alumni

The minimum amount to be donated annually by an alumnus will remain at €15,-. The alumni are free to choose any amount above that. The alumni are also offered the option to donate any amount of money to the Tuesday evening programme.

5.4.2. Donations

Non-members and non-alumni may donate an amount of at least €15,- to either the association as a whole, or to the Tuesday evening programme (either incidentally or annually). The opportunity to become a donor will be promoted by mentioning it in information leaflets, on donation forms, on the website and is mentioned when a member decides to end their membership. In addition to this, if a Family Day is organised this year (see Paragraph 7.2.1.), the option to become a donor as a parent of a member will be promoted.

6. Acquisition

6.1. General and the Acquisition Committee

SIB-Utrecht depends on funds in order to be able to finance recurring intellectual events, such as the Programme of Talks and the Symposium. These make up a considerable part of the association's activities. The acquisition of subsidies is achieved through the Acquisition Committee (hereafter: AC). As mentioned before, no Commissioner of Acquisition (CA) has been appointed this year. As a consequence, the AC will operate more independently, although the ultimate responsibility remains with the Board. The chair of the AC will be an experienced member of the committee, ensuring continuity of knowledge in the committee. Additionally, the President continues to be a general member in the AC, ensuring close and direct contact with the Board.

Members of the AC will be actively deployed to search for funds, requesting subsidies and finalising subsidy requests, and assisting Treasurers of project committees with subsidy requests and budgets if needed. The President and the Treasurer will ensure they will closely communicate on the process of the handed-in requests and eventual payments thereof.

This year's subsidy requests will be made for the Programme of Talks, the MEME, if necessary the UCMUN and the Symposium. The requests of the three projects will be prepared by the committee and submitted by the President.

6.2. Organisation and Communication

6.2.1. Newsletters

In the recent past, funds received newsletters containing a summary of the past few Talks. As the effort of writing these did not pay off and do not affect guarantees of subsidies, newsletters will no longer be written and sent to funds. We are convinced that this does not influence the good relationship with the funds.

6.2.2. Organisation, composition and conservation of knowledge

The level of professionalism with which a subsidy request is written and developed, remains to be an important factor in the likelihood of a request succeeding. The new Google Drive account that was implemented in the AC in 2020 will therefore continue to be used this year. All external communication, except for finalised requests and reports, will remain to go through the AC email address. Further training to improve the writing or marketing skills of the AC will be provided if deemed necessary by committee members.

6.3. Programme of Talks

For this year's Programme of Talks, the U-fonds and the VIGU fund have pledged their support (see Appendix 4). SIB-Utrecht has a financial reserve for the Programme of Talks. Because of the denied subsidy request at the Municipality of Utrecht (concerning the Programme of Talks of 2021-2022), a total of €872,81 had to be taken out of the reserve. Therefore, the reserve currently contains €10.982,19. For the Programme of Talks of this year (2022-2023), a new subsidy request had been handed in at the Municipality of Utrecht. This was unfortunately rejected due to an insufficient alignment of our Programme with their efforts around Sustainable Development Goals, for which €2000,- of the reserve will be set aside. The goal for this year is to find funds willing to support the Programme of Talks for 2023-2024, in order to ensure that drawing any amount from the financial reserve will be unnecessary next year.

6.4. Sponsorship

Last year, sponsorship was a task of the Acquisition Committee. The AC reached out to companies to examine whether they would be interested in a collaboration or sponsorship with SIB. Unfortunately, the hard work did not pay off, as little companies responded and barely any company had a decent offer for SIB. Given the amount of work and time on one hand and the lack of success on the other hand, it is decided that an active approach to sponsors in general will not be carried out anymore. The President will keep track of companies that contact SIB. Thereupon, the possibilities for sponsorship with SIB are made known by sending them the prospectus, which includes all sponsorship opportunities throughout the year. Considering this development, sponsorship income has been budgeted at €400,-.

A structural sponsor with whom we continue to have an agreement, is Instituto Cervantes. We intend to keep close ties with Cervantes. However, since the downscaling of the Tuesday programme will also mean that we will visit Cervantes less often, this will have consequences for our contract. Because of this, the sponsor income of Instituto Cervantes has been budgeted at €1.285,-. The finalised budget will be dependent on the outcome of the renewed contract. We will assure that good contact with Cervantes is held in the future and make sure our collaboration remains durable.

There will also be a focus on the sponsoring of activities during the UIT, since it offers multiple promotional opportunities, and we will search for separate sponsors for the Symposium in April. In any possible collaboration, effort is always made to act professionally towards sponsors, with the intent of leaving a lasting positive impression and encouraging them to renew their contracts with SIB-Utrecht.

7. Internal Affairs

The primary responsibility of the Commissioner of Internal Affairs (hereafter: CI) is the member policy, which consists of two parts: member integration and member connection. Additionally, the CI is involved in the organisation of social activities, and supervising most of SIB's committees and societies. They are responsible for the exchange of information between them and the Board. The CI is supported by the members of the Internal Affairs Committee (hereafter: IAC), of which the CI is the Chair.

7.1. Member Integration

The goal of Member Integration is to involve new members in the association following their registration. This integration is achieved in three parts. The Introduction Periods (hereafter: IPs), a mentor policy, and the new member's participation in a committee or society. Besides the CI, the IAC also has an important role to play in the integration of new members during IPs. Members of the IAC make sure to make the new members feel welcome. They monitor the atmosphere, and help the CI ensure the IP is running smoothly.

7.1.1. Introduction Periods

This year, there will be two Introduction Periods (IPs): in September and February. Each IP will contain a weekend that is accessible for both new and senior members. This encourages Member Integration on both horizontal and vertical levels.

The first IP takes place in September and starts with the September Camp. This is a camp that lasts one weekend and includes activities and parties to allow for people to get to know other members extensively. The second IP starts in February with the Lovely Introduction Trip (hereafter: LIT). The LIT is a weekend trip. It is open to those who signed up after the previous IP and to senior members. If any places are left, people who are not yet a member can sign up as well, which offers them the opportunity to get to know SIB extensively. The February IP lasts one week and takes place in the week following the LIT.

This year, we have decided against organising a third IP. Last year's numbers show that there are not enough new members for three IPs. Joining the association during the February IP means that for these new members there is enough time to participate in the association fully before the end of the academic year. The IP will be in February, so the weekend trip can be in between the first and second semester of the academic year. This is to ensure as many people as possible can come.

Members who sign up after the February IP are encouraged to join in on all SIB's activities. Their official IP and inauguration will take place in September, giving them enough time to get to know the association.

During Introduction Week(s), new members are invited to attend several activities showcasing what SIB has to offer. They will get a chance to get to know the association, our members, our committees, and our societies.

For new members attendance during their IP is mandatory for the weekend trip as well as the activities during the Introduction Week or Weeks. Individual exceptions can be made in case of personal circumstances or obligations surrounding job and study, but only in deliberation with their mentor (see Paragraph 7.1.2.) and the CI. When a new member has missed all, or most IP activities without deliberation with their mentor or the CI, but still wishes to be a member, they can be officially inaugurated, but are strongly recommended to attend the activities of the next IP.

In addition to the IPs, the buddy system will also remain. The buddy system is a way for non-members to experience SIB. Interested students can use this system year-round, during Tuesday or Thursday evenings. An interested student will be assigned a buddy, from either the Promotion Committee or the IAC, who will introduce them to our social side through the Thursday evening programme, as well as our intellectual side through the Tuesday evening programme.

7.1.2. Mentor Policy

The mentors play an important role during and after the IPs. They are a central part of integrating and retaining new members. Mentors are selected based on their enthusiastic membership and availability. Mentor pairs are made responsible for a mentor group, which consists of a maximum of ten new members. The CI will create clear expectations, both what the CI expects from the mentors and what the mentors can expect from the CI.

Through the use of a WhatsApp group chat, Mentors will encourage their first years to attend activities together, both during and after the IP, to promote further Member Integration. They will take part in the interactive Committee and Society Market and encourage their First Years to become a part of either. The CI oversees the connection process via the Mentors. Mentors are a known face for their first years and focus on creating personal connections with them. They will inform the CI about first impressions about interest of their group, like interest in a committee or society and they will help the CI with evaluating the IP. Furthermore, Mentors are encouraged to meet with their group several times throughout the year, for example to have dinner before an activity or talk.

7.2. Member Connection

Member Connection is an important aspect of the social life within SIB. The Board, the IAC, and committees in general are committed to maintaining members' active involvement in the association. Good relationships between members, and between members and the Board, are the central part of member connection. Confidentiality plays an important role in this relationship and is therefore something the Board and the IAC will pay close attention to, to ensure members feel safe, comfortable and valued. A member can always indicate that a conversation is confidential. With confidential information, the member will always be asked for permission before this information is shared with the Board or the IAC. Without permission of the member, the confidential information will not be shared. In addition to this, SIB also has two confidants, who are the first point of contact within the association for members with wellbeing problems. They can offer a listening ear, help clarify issues and refer members to suitable (professional) care. For more on this, we intend to follow last year's Confidants protocol.

Personal contact, and the way in which this occurs, plays an important role in creating good relationships. Preference will be given to phone calls, over text messages, to allow for open and clear communication, leaving less room for interpretation.

Finally, the Board expresses gratitude to members who contribute to the association by for example organising an activity or IP, being mentor, and/or being part of a committee, for example during, but not limited to, the Committee Appreciation Day. The Board is responsible for ensuring members feel welcome and appreciated, and that they are motivated to remain involved and develop themselves within SIB. We expect the total number of dropouts to be less or remain equal to last year's numbers.

7.2.1. Association-wide Activities

In addition to the Tuesday evening programme, member connection is achieved through other (social) activities. These activities will most of the time take place on Thursdays, but this can be altered for special occasions such as holidays, themed fortnights, or in case of an abundance of activities.

Activities will mostly be organised by one or more committees, societies, and via collaborations. A few will be organised by the Board. Last year activities were organised every Thursday, but members have indicated in the Interim Member Survey that this might be too much. To ensure the attendance at the Thursday activities, we will therefore reduce the number of activities to biweekly (once every two weeks). This allows more effort and money to go into these activities and

will likely increase member attendance. During the Interim and End-of-Year Member Survey members will be asked for their feedback on this.

Last year Family Day and Hitchhike weekend did not take place due to lack of signups or enthusiasm from members. This year members will be able to voice their opinion about these two activities through the General Interest Survey (see also Paragraph 3.6). In this Survey they will also be asked if they would be interested in organising either one of these.

7.2.2. First Year Activities

First Year Activities are a way to have a call-back moment for the first years, and a chance for them to bond and receive special attention.

This year we will organise two first-year activities. Mentors are asked to encourage their group to be there. First years will be asked personally if they will be there, just like with IP-activities. First year activities will be promoted at least three weeks in advance instead of the usual two weeks. This is to ensure we can reach as many people as possible and so that they can make time for this activity. These activities will take place within two months after each IP.

First year activities will ensure a reaffirmation within the integration process and provide better member connection. These activities will give first years the opportunity to bond on a horizontal level, which will result in a strongly connected group of new members. On a vertical level, more senior members have a chance to focus on meeting the first years. Last year it was however not clear for some senior members that they were welcome to attend as well, which is something to emphasise this year.

7.2.3. Members' Survey

During the year, we distribute two surveys to gauge members' opinions on the openness of the association, its atmosphere, and its activities. The surveys are planned to be distributed in January and June of 2023. The survey will be distributed through all internal channels: e-SIB, email, WhatsApp, and the Facebook group. This survey generally does not render as many filled in forms as could be possible, so an extensive promotion strategy will be used. This will be done by the promotion described above through the mentioned channels and also with QR-codes at activities.

7.3. Committees under the supervision of the CI

Various committees and societies fall under the supervision of the CI. This year the Activities Committee, the Party Committee and the Cooking Committee will be merged into one large Activities Committee (hereafter: AcCo). This merged AcCo can organise activities, parties and culinary activities.

The Almanac Committee and Lustrum Committee finished their tasks last year with the completion of the Lustrum Year and the release of the Almanac. These committees are therefore not present this year. Information on all committees and societies can be found in Appendix 1.

Communication with the CI concerning activities, meetings, and committee occupation is done via Whatsapp text messages or email. The CI or member can always ask for a certain topic to be discussed only via email. The CI is only approached by (Whatsapp) text messages during the weekdays. During the weekends members can send an email, which will be answered during the following week.

7.3.1. Internal Affairs Committee

The IAC supports the CI by helping with Member Integration and Member Connection. Members of the IAC keep an eye on the atmosphere within the associations, members' opinions of activities, and members' ambitions regarding committees and member initiatives. They are central people within the association, and serve as welcoming hosts for members, to make them feel at home. IAC members are encouraged to join a non-Board Committee to provide them and the CI with more insight into the committees. IAC members are expected to be able to handle confidential information from members, as previously mentioned in Paragraph 7.2.

Previous years, an IAC presence of 50% at SIB activities was aimed for. This year the aim will be for at least three members of the IAC, not including the CI, to be present. This number is more easy to use with a changing IAC throughout the year. Availability will be discussed during the biweekly IAC meetings.

7.3.2. Activities Committee

This year, the Activities Committee, the Party Committee and the Cooking Committee will be merged into one large AcCo. Looking at the current number of members, it is unlikely there would be enough capacity to occupy all three committees, next to our other committees. This newly merged AcCo can organise almost everything they want, which will hopefully make it an attractive and diverse committee.

The committee will consist of at least five and maximally ten members. In case of more interested people than expected, we will either interest them in other committees or reinstate the Party Committee or Cooking Committee.

7.3.3. Travel Committees

The Lovely Introduction Trip Committee (hereafter: LITco) will be started in October and will consist of three members. The LIT Committee is only responsible for the weekend trip and not for the introduction activities the week after.

Since there will be only two IPs this year, there will be no Fall Introduction Trip Committee (hereafter: FITco). A weekend trip in November will instead be organised by the Board.

Considering the amount of members this year, a Grand Voyage would be unrealistic, due to financial reasons. Therefore this year we will once again have a Short Voyage, otherwise known as the Massively Exciting Midyear Excursion (hereafter: MEME). The MEME Committee will organise a trip of approximately six to eight days in April 2022. It will consist of a maximum of five members.

7.4. The HapHop, VriMiBo and themed fortnights

HapHops will be organised bimonthly. This is in line with the reduction of activities this year. Each IP will have one HapHop organised by the Board. These are included in the bimonthly HapHops. HapHops are eating together with other members in a small group before an activity. It can be at a restaurant or at an alternative location, like in people's houses or in parks, making it more in line with a student budget.

VriMiBo's are Friday afternoon drinks. They are usually at the home of a SIBber. They can also be organised by the AcCo, in case of a themed VriMiBo. This year there will be at least three VriMiBo's throughout the year.

This year there will be two themed fortnights. A fortnight is a period of two weeks. Last year there were themed weeks, this year it will be themed fortnights, due to the reduction of activities. Themed fortnights are a collaboration between the External Affairs Committee (hereafter: EAC) and the AcCo. They will be in charge of the theme, the Board can advise if necessary. Each themed fortnight will have one intellectual activity and one '*gezelligheids*' activity.

7.5. Member Initiatives

Member initiatives are ideas of individual members for association-wide activities. A budget is available to fund these initiatives. Members can leave their ideas in the 'Idea box' at the Boardroom, and our website includes a page where members can submit their ideas digitally. Of course, ideas can also be emailed. Members have to submit their initiatives at least two months before they want their activity to take place. The organisational part of the activity falls on the members who submitted the activity, with support from the Board.

7.6. Societies

The requirements for a society will remain the same. A society requires two captains. These captains will function as chairs of the society, and take the lead in organising activities. A minimum of seven members is required to start a society, this number includes the Captains. A member can be Captain of no more than two Societies at the same time.

To become a member of a society, a member has to submit a motivation, explaining why they wish to be a part of the society. This is not a requirement they can be rejected on. It is meant to raise the level of effort it takes to become a member of a society, to ensure members of a society actually participate.

Societies can also ask the Board to promote their society in the e-SIB, on Instagram, on Facebook and in the Promotion Group chat. They can send their promotion to the Board and this will be promoted within a month, with the exception of holidays.

For association-wide society activities, societies must submit a budget to the Treasurer and the CI, to be approved for a contribution from SIB. The requirements set in previous years of one association-wide activity, and three society-only activities will remain in place. Societies can also organise a Talk or Tuesday Twist, and may do so in collaboration with the Commissioner of External Affairs and the EAC. These options will be discussed with the Captains of the society.

8. External Affairs

A cornerstone of SIB is the intellectual programme. It falls unto the EAC to provide the intellectual programme. The goal of this programme is to bring members into contact with new perspectives and opinions. Satisfying the curiosity of members as well as broadening their horizons is an integral part of SIB's identity. Previous years, the programme consisted of weekly activities on Tuesday evenings. This year, one activity every two weeks will become the standard frequency. Despite this becoming the norm, the possibility of more lectures is still open. Besides the biweekly (once every two weeks) Tuesday evenings there is also an annual symposium which is organised by the Symposium Committee (hereafter: SympCo). The symposium will be discussed more extensively in Paragraph 8.9.

8.1. Formats

8.1.1. Classic

In the past there have been many Tuesday evenings with the same format. This entailed inviting speakers to talk for 45 minutes and then, after a short break, opening the room for questions from the audience. This format is hereafter referred to as the classic format.

8.1.2. Tuesday Twist

Another format, or rather initiative, was introduced in 2019-2020. The so-called Tuesday Twists (hereafter: TT) were aimed at increasing interaction for the members. In essence the TT refers to any format that differs from the classical format. This includes: debates, workshops, tours, and discussion groups; among others.

8.1.3. Film lectures

The Film Committee (hereafter: Filmco) has been in place for a few years but has not been able to consistently provide film lectures. This year the Filmco will be concluded. The format of the film lecture will be added to the arsenal of the EAC and from here onwards be part of the TT initiative.

8.1.4. Talks and Twists this year

Last year, the TTs and the classical format talks were divided equally. In the coming year, classical formats will be scaled down. This is partially because the TTs generally have a higher rating by the people present. Also, it has been discussed within the EAC over the past few years that the classical format may be outdated. It no longer suffices to maintain the attention of the members present. This

results from feedback from surveys as well as the attendance and ratings of talks. The results of this shift to more TTs will be measured with talk ratings as well as the end of year survey.

8.2. Location

8.2.1. Instituto Cervantes

The past 20 years SIB has organised most of their talks in the same establishment. The Spanish learning institute Instituto Cervantes at Domplein has been a valuable partner to SIB. Where previously the Tuesday activities would fill the Salón de Actos, this is no longer the case. In reality, Tuesdays rarely draw more than 30 people nowadays. Especially on days where there are fewer people present it can be demotivating for the speaker as well as the people present. The contrast of having a room for 120 people with less than 20 in it means it will look more empty. As long as we are not able to definitively increase attendance, choosing a smaller room may prevent the demotivating effect of arriving at a mostly empty room. We will extend the contract with Insituto Cervantes this year as it remains one of our largest sponsors and the location provides plenty of room in a beautiful building. In maintaining this relationship, we will likely be able to organise the symposium there, since it is ideal for such purposes.

8.2.2. Cafes

Our choice of cafes for the drinks has been explained in Paragraph 3.5. However, we also intend to make use of cafes as locations for the intellectual programme. Last year there have been experiments already at Cafe De Beuntjes and Cafe De Tussentijd. The former has a larger seating capacity and comes with a beamer that's already set up. These two reasons make it more convenient for us to organise intellectual activities there. The owners of Cafe De Beuntjes are also excited and open to collaboration with us. In conclusion we will organise an intellectual activity at Cafe De Beuntjes about once every month.

8.3. Speakers

In order to give our audience a broad array of perspectives it is essential that the speakers we invite are diverse as already elaborated on in Paragraph 2.3. In order to improve representation we will increasingly move towards a policy of finding a qualified speaker before finalising the subject. This should simultaneously improve the diversity of subjects.

8.4. Quality

Qualified and experienced speakers will generally provide a more complete and engaging talk. It therefore makes sense for improving the quality of the talks to research before inviting a speaker. We will aim to have the EAC evaluate a speaker based on an interview, podcast, lecture, or article to gauge the proficiency of a speaker. If we are unable to find proof of a speaker's quality, we will set up a short meeting by phone to gauge their speaking skills.

8.5. Diversity

For achieving the discussed diversity, a manual is being created. This diversity manual for the EAC will contain tips and suggestions for increasing diversity. It covers all categories listed below. This paragraph also contains elaboration on the choices made in diversity.

8.5.1. Gender

As listed in Paragraph 2.3. speakers of a representative gender spectrum will be invited. It is however difficult to set a goal for this since it is generally not publicly known how a person identifies. We can therefore not ascertain the gender of a speaker past their use of pronouns. This also makes us unable to invite speakers based on their gender past assumptions.

8.5.2. Background

We will increase efforts towards diversity by utilising websites and tips as listed in the diversity manual and cooperating with new partners such as Shelter City, The Black Archives and Omroep ZWART. By letting these organisations select speakers for our cooperations, we expect an increase in the diversity of opinions in our intellectual program.

8.5.3. Education

A diversity of topics also entails inviting non-academic speakers on a regular basis. This way we avoid becoming stuck in an academic bubble and missing out on perspectives and opinions that are less prevalent under academics. Speakers without an academic position are also mentioned in the speaker diversity manual.

8.6. Topics

A diversity of topics is important for our audience. This is only exacerbated by the fact our audience comes from diverse academic backgrounds. Even though we are essentially aimed at International Relations, we always aim to also organise talks on socially relevant topics. Generally, the IR topics drew the highest attendance numbers last year. The diversity of topics of course goes hand in hand with the diversity of speakers. Last year 40% of lectures were classed as 'international relations topics' and another 60% as 'socially relevant'. Distinguishing between these has appeared to be difficult. For example a topic such as climate change and anything globalisation-related would qualify as both. However we will still maintain these two categories. Additionally we will aim to repeat the goal from 2020-2021 to also organise 10% of lectures on STEM-topics (Science, technology, engineering and mathematics). The division of subjects for this year as stated in 2.3.2. results from the end-of-year-survey.

8.7. Attendance

Attendance at the Tuesday activities has been on the decline over the past years. We are no longer able to draw numbers upwards of 50. Several brainstorming sessions have been held to figure out why this could be the case and what the EAC can do about this. The end of year survey provided some much needed insight. Principally, half of the people do not turn up to a lecture because they are double booked or simply do not have the time. This is difficult to address since the non-obligatory nature of SIB dictates that it is a personal choice for every member whether they attend the Tuesday evening. We can however assume that people no longer keep the Tuesday evening free on their personal planning because their interest has decreased to the point it is no longer their priority. There are two relevant developments that might aid in addressing the issue of attendance. The first is decreasing the frequency of Tuesday activities. This could convince members to make sure they can make it to a Tuesday every other week. Secondly, expanding on the TTs and stepping away from the classic format thereby increasing interaction could make it more attractive to turn up on a Tuesday.

8.8. Evaluation

In order to gauge the quality of the intellectual programme, we will put in place a duo of measures. The first is to ask the attendants of every Tuesday to give the evening a grade. This policy has been in place for several years already under the name of the best speaker award. This year we will add an additional textbox for attendees to leave a comment about the evening. The averages of every

Tuesday will be recorded in a list as a measure of the success of that evening and speaker. The second measure is recording the number of attendants every Tuesday. As stated in the targets we aim to have an average of at least 25. The attendance and grade can be combined by multiplying the average grade by the number of attendants to give an impression of the total success of that evening. The product can be used as a composite measure of an evening's success. This rating compensates for the effect where low attendance leads to high ratings because mostly EAC and Board members are present and give higher grades. Based on this rating we can discern the most successful evenings. An activity with low attendance but high appreciation can still be considered successful and vice versa.

8.9. Symposium

The symposium is an annual event organised by the SympCo. This usually entails a day filled with a handful of lectures with an added lunch. Due to the downscaling of activities that will be taking place this year, the symposium will also undergo some changes. We will still aim to have a minimum of four speakers at the symposium this year. Ideally, we would like to invite a well-known keynote speaker. The lunch in the middle of the day will be cancelled, because it saves a lot on the budget and relieves the SympCo of some of its high workload. The setup will consist of one plenary opening lecture, two separate simultaneous sessions and a closing lecture. The success of this new format will be measured by the use of a QR-code.

9. Promotion

The association and the Programme of Talks cannot exist without effective promotion. The Commissioner of Promotion (hereafter: CP) is normally responsible for the promotion of and within the association, and promotion of Tuesday evening talks. Promotion ensures that the association and our Talks are known within Utrecht, and increases brand awareness and member recruitment. Promotion of SIB-Utrecht is spread out throughout the year as we welcome members at two introduction moments during the year.

This year however we do not have a Board member fulfilling the role of CP. Thus the tasks associated with the CP have been subdivided unto the other Board members. Promotion regarding the intellectual programme will fall under the responsibility of the CE, promotion regarding other activities and trips under the responsibility of the CI. The Secretary is responsible for the Facebook, Instagram, weekly overview, website and Google Agenda. The UIT Committee will be supported by the CI and the Promotion Committee (hereafter: PC) by the Secretary. We will also be delegating more responsibilities towards the PC, such as creating Instagram reels and posts.

9.1. Brand Awareness

We will be consistent in using our corporate identity document (made 2016-2017, updated 2020) for both offline (flyers and posters) and online promotion. A promotion plan has been set up for regular promotion on our marketing channels. A separate one will be set up for the UIT and the Symposium. The existing promotion plan for the symposium is outdated, and the protocol for the UIT will be expanded with a schedule. These plans will contain a division of promotion tasks along with a planning on which days the events will be promoted.

An offline presence will be established through attending Open Days at the UU and HU. In case these days take place online due to an eventual COVID-19 outbreak, we will be present there if allowed. Besides the Open Days, we will be present at Orientation Days. To establish an offline presence in accordance with restrictions, we will also use physical promotion throughout the city such as the hanging up of posters and usage of stickers. This will be done in the most sustainable way, which means: sustainable paper and (mostly) timeless promotion.

9.2. Internal Promotion

All our internal promotion is in English since it should be accessible for all our members. Internal promotion is sent in the WhatsApp group and the exclusive Facebook group, the Sibbeling. A

promotion schedule has been made to do this in the most consistent way possible. Note that this concerns our weekly promotion. There will be extra promotion prior to for example an event, a trip or the symposium. The SIB agenda, which is an overview of the planned events, is also in English. The only exception to the English promotion is the promotion of Dutch Talks or activities, to clearly communicate that will be in Dutch. The newsletter, e-SIB, is sent each Monday, promoting the activities planned that week. The promotion on all media will be accompanied by an image. The images and texts for the lectures will be created by the CE, additionally the CI or relevant committee/society will create them for Thursdays, and the Secretary will create the overview of the week on Monday. There will be special promotions around our themed fortnights, trips and events.

9.3. External Promotion

9.3.1. Channels

To suffice our internationalisation, all the social media (such as Facebook and Instagram) posts aimed at external audiences will be in English, to make SIB accessible for international students. Instagram is mainly a visual platform with a young and still growing active user base. Growing our Instagram following status will mainly be done by attracting new members and other student associations to our Instagram account, by the use of relevant and popular hashtags, pictures that grab attention with design, the active use of Instagram stories and promoting posts. Instagram reels are an important medium for external promotion as they are not exclusive to followers of the account and have previously reached more views than the account has followers. The potential to go viral on a medium that is actively used by most of our members and target audience makes it the centrepiece of our external promotion strategy. Last year the Instagram page grew from 500 to 581 followers (as reported during the Year GMA of 2021/2022). The goal is to gain 60 followers on Instagram this year, which will lead to a total of 650. Because we do not have a Board member with the role of Commissioner Promotion, this goal is achievable. This year, the selection of social media will shrink due to the reach of each individual medium. We will no longer be making use of TikTok. The primary audience on this app is younger than our minimum age for joining the association and thus it is not our target audience. LinkedIn is also not perceived as a useful means of promotion for activities and events. The platform is aimed at personal connections and networking and it's therefore unlikely people will use it to find activities or events. We will still maintain a presence on the platform as an association to allow for potential speakers or organisations to find and contact us on there. As far as Twitter goes, we noticed that the method of use has changed over the years. Twitter is in our eyes, not the right platform to promote activities and will therefore no longer be used.

We will continue to use the platform, Uni-Life to promote our external events. This platform is very useful, because of the fact that the users of Uni-Life are the audience we aim to reach: students who want to join the student community and want to discover different associations and events.

9.3.2. Tuesday evening programme

The Tuesday evening programme is one of the main elements of SIB and is also visited by non-members. It is desirable to attract both members and non-members and to make non-members enthusiastic about SIB. Every Tuesday, there are members of the PC present that take photos, stand at the promotional stall and act as a central point of contact in the room for potential members. Other PC tasks are (de-)assembling the promotion stall and coordinating the buddy system. The online promotion will include the social media platforms Instagram and Uni-Life. We will also use paid promotion on Instagram so our posts and events can reach a wider audience. Finally, study associations from both UU and HU will be approached by mail again this year in order to increase brand awareness and attendance at the Talks, and bigger events such as the symposium will be published in the Uitagenda and the English equivalent MAG.

The website is also proving to be an important way for external people to find out about SIB. The website will be kept up to date regarding the Tuesday activities. Our website can be found through the University of Utrecht website, so it is important that people who check out our website get a good overview of the association.

9.4. Merchandise

This year we will continue to promote SIB merchandise through various channels, making sure that more members buy merchandise and ultimately aiming to make SIB more visible. The PC will be responsible for selecting and designing new merchandise. Like previously, there will be a standard page in the SIB-Link where merchandise can be found and merchandise will be promoted via social media, such as Instagram. Specific merch items will just as last year be made on order or in batches, rather than all at once, to diminish waste. We will continue to use the webshop on the website for the selling process.

9.5. Committees regarding Promotion

9.5.1. Promotion Committee

The PC will assist the Board by helping out with ideas for merchandise and promoting the Tuesday Evening Talks by approaching study associations of the UU and HU to make them aware of the Talks by mailing them. As mentioned before, they will perform a set of tasks during Talks. This year the PC will make an extensive plan for visiting different studies in the lecture hall. Members of SIB will promote the association before a lecture starts at different studies. This plan will be executed before the second Introduction Period, after Semester 1. This year the PC will organise a training session regarding promotion for their members, to learn more about effective Promotion.

9.5.2. UIT Committee

This year the UIT Committee (hereafter: UITco) will fall under responsibility of the CI, due to a lack of a CP. The UITco is responsible for the organisation of the Utrechtse Introduction Period or UIT on behalf of SIB. They will put together a weeklong programme for first year students to enjoy and to attract them towards SIB. At least one of these activities has to be an intellectual one, similar to the Tuesday Evening Talks, to make sure our intellectual aspect is emphasised.

Throughout the UIT week, promotion of the association on social media will be divided between a member of the PC and an UITco member (usually the promo-member in that committee). The committee will have started no later than the first week of December.

10. Epilogue

We hope that by reading this policy document you have gained a good impression of the association and the policy plans of the XLIInd Board of SIB-Utrecht. We are convinced that the approach above will further improve the association and strengthen its unique character. Thank you very much for reading our policy, and let us enjoy, explore, and experience all that SIB has to offer.

The 42nd Board / the XLIInd Board of SIB-Utrecht,

Xavier Schreurs

Lotte Kruitwagen

Mila Subotički

Britte Brontsema

Jasper Buren



Glossary

Board & Committees

Abbreviation	Full Name
AC	Acquisition Committee
AcCo	Activities Committee
CA	Commissioner of Acquisition
CampCo	September Camp Committee
CE	Commissioner of External Affairs
CI	Commissioner of Internal Affairs
CP	Commissioner of Promotion
EAC	External Affairs Committee
IAC	Internal Affairs Committee
LIT	Lovely Introduction Trip
PC	Promotion Committee
SIB-Link	SIB-Link Committee
MEME	Massively Exciting Mid-Year Excursion
SympCo	Symposium Committee
UITco	UIT Committee

Student Association Terminology

Term	Explanation
Alumnus/-a	Former member
Cantus	Dutch student tradition with drinking and singing
Committee	Group of people appointed for a specific function or role
Gezellig(heid)	Dutch concept of having a good time; having fun; cosiness
GMA	General Members' Assembly
HapHop	Organised group dining at a restaurant; refers to the Dutch term of eating (Hap) and leaving (Hop) to the next activity
Inauguration	Officiating a new member to the association
Office	Boardroom
UIT(week)	Utrecht Introduction Time; an introduction week for Dutch and International students to Utrecht, Universities and associations
Talk	Free and public talk organised by SIB, part of our biweekly (once every two weeks) Tuesday evening programme. The format varies, but often consists of one or more speakers, with a short break and a discussion
Tuesday evening	Consists of a free intellectual activity (talk, workshop or other format), programme and drinks at our local pub. Every month it starts with a HapHop.
Tuesday Twist (TT)	Free and public intellectual activity organised biweekly by SIB. The format varies, but is often a workshop, master class or philosophical cafe
VriMiBo	Friday afternoon drinks; a Dutch abbreviation of 'vrijdagmiddagborrel'. Similar is Thursday afternoon drinks: 'domibo'; the Dutch abbreviation of 'donderdagmiddagborrel'.

Appendix 1: Committees and Societies

This Appendix contains an elaboration of the committees and societies within the association. Members of SIB are encouraged to become active within committees and societies to organise activities and to attend others. There are three different committees within SIB-Utrecht: Board Committees, Continuous Committees and Project Committees. Board Committees are the direct responsibility of an appointed Board member. Continuous Committees organise activities year-round. Project Committees are set up to organise one major activity.

Committees under the Secretary

IT Committee

This year the Secretary will be responsible for both the IT and the IT Committee. The committee will help and advise the Board on several IT related issues, such as the website and computers in the Boardroom. The Secretary will organise regular meetings with the committee and discuss the problems the Secretary can not solve on their own (see Paragraph 4.5.).

Committees under the Commissioner of Internal Affairs

September Camp Committee

The Introduction Period starts with the September Camp. The September Camp Committee (hereafter: CampCo) is created by the previous CI and is guided by both the former and new CI. This committee ideally consists of four to six members, both senior and first years. The CampCo is responsible for all organisational aspects of the September Camp, except for the location, which is taken care of a few years before each camp. The camp usually includes a theme, competition, cantus and a party. The CI plays an organisational supporting role, and during the camp itself, the entire Board is there to support the committee.

Lovely Introduction Trip Committee

The Lovely Introduction Trip Committee (hereafter: LITtee) organises the introduction weekend in the February IP. The LIT is a two-day trip and generally has a destination within the Benelux, Germany or France. The LITtee consists of three members.

Massively Exciting Mid-year Excursion Committee

The Massively Exciting Mid-year Excursion (hereafter: MEME) is a journey of about one week within Europe. This year, we have decided to organise a MEME. We want to continue the policy presented by the previous Board to alternate between Short Voyage and Grand Voyage. However, due to the insufficient number of members and high costs of a Grand Voyage, we aim to organise a short trip this year.

Simulation Committee

A simulation is a historical live-action role play game and has many similarities with the popular concept of a Model United Nations. The Simulation Committee (hereafter: SimulaTee) is responsible for organising the yearly Simulation, which is also open to non-members. This year, the Simulation will be organised in May/June. The SimulaTee consists of five members and will be launched in October or November.

Committees under the Commissioner of External Affairs

The External Affairs Committee

The EAC is responsible for the intellectual programme on Tuesdays and is led by the CE. The EAC has the task of shaping the evening. For example, for the talks, they take care of the practical matters in the room (care for speakers, technology and setup) and they take care of the content of the evening. Another task is to critically evaluate the Tuesday intellectual activities. During meetings, the committee members discuss the preparation and implementation of the past activities. Ideally, the committee consists of five to seven members, which in turn prepare a Tuesday evening. Ultimately, the responsibility of the Tuesday evening remains with the CE. Members of the EAC are extensively coached in shaping the evening (thinking about the coordination between speaker, format, and subject as well as writing, presenting, and moderating), which happens following a pre-written protocol.

The Symposium Committee

This year another symposium will be organised. It will take place on April 1st. We aim to have a minimum of four speakers. The setup will consist of one plenary opening lecture by a keynote speaker, two separate simultaneous sessions and a closing lecture.

Committees under the Commissioner of Promotion

UIT Committee

This year the Commissioner of Internal Affairs will be responsible for the UIT Committee (hereafter: UITco). The UIT Committee is responsible for presenting SIB-Utrecht during the Utrecht Introduction Time (hereafter: UIT). The existing protocol is used during the UIT, in which major improvements have been made over the last three years. The division of tasks is the same as last year, with the Board supporting the UITco. Sponsoring will again be the responsibility of the Treasurer and CA. In recent years we have looked at ways in which the UITco could shift its focus from logistics to visibility and persuasiveness. By using a detailed script, taking part in the Eating Table Schedule of the UIT administration and offering a varied evening programme, SIB has presented itself well. This year, we continue to build on the evaluations of recent years and implement their advice. The committee will consist of a President, a Treasurer, a commissioner of logistics, a commissioner of promotion and one or two regular members

'Independent' Committees

Promotion Committee

Due to the absence of a CP, the Secretary will take responsibility for the communication between the Promotion Committee and the Board. The PC has several standard tasks for promotion, such as manning an information stall on Tuesday evenings, thinking along about the promotion and design and holding promotional talks at (university) lectures. In addition, opportunities for merchandise and new options for putting SIB on the map are regularly examined. The PC is tasked with promoting the Tuesday evening programme to externals. Like before, the PC will follow the protocol that has been written in 2017-2018, making sure that the PC is professional and consistent in their performance. In addition, the PC will also have the responsibility at the Tuesday Evening Talk to initiate contact with non-members attending the talk. PC members are also tasked to promote SIB during open days.

Acquisition Committee

No Commissioner of Acquisition (CA) has been appointed this year. As a consequence, the AC will operate more independently, although the ultimate responsibility remains with the Board. The chair of the AC will be an experienced member of the committee, ensuring continuity of knowledge in the committee. Additionally, the President continues to be a general member in the AC, ensuring close and direct contact with the Board. Members of the AC will be actively deployed to search for funds,

requesting subsidies and finalising subsidy requests, and assisting Treasurers of project committees with subsidy requests and budgets if needed. The President and the Treasurer will ensure they will closely communicate on the process of the handed-in requests and eventual payments thereof.

Appendix 2: External Contacts

External Contacts of the Commissioner of External Affairs (CE)

The Commissioner of External Affairs maintains a good relationship with several external contacts, which are listed below. The intention is to intensify these existing relations, and to establish new relations for possible collaborations for the Tuesday evening programme, by actively contacting organisations and associations.

Instituto Cervantes

SIB has a good partnership with Instituto Cervantes. The current contract with Cervantes runs until October 2022 and will be renewed in a revised version. The new contract will be edited in accordance with the scaling down of the programme of talks and the increased diversity of lecture locations. We will still organise our annual symposium on this location as well.

Studium Generale

In recent years Talks were organised in collaboration with Studium Generale. SIB provided thematic input and a moderator for the Q&A to assist the moderator of Studium Generale. This collaboration will be continued for this year with a lecture series on rethinking global power.

Nederlandse Vereniging voor de Verenigde Naties (NVVN)

Previous collaboration was perceived to be a success. This year we will try to plan another collaboration for a talk with the NVVN.

Nederlands Genootschap voor Internationale Zaken (NGIZ)

Since the reorganisation of NGIZ, the former collaboration between the NGIZ and SIB has ended. In 2022-2023 we will explore options to once again organise a lecture together.

Louis Hartlooper Complex

In previous years some Talks were organised at Louis Hartlooper Complex, which were received well. This year, we continue to organise Film Talks at Louis Hartlooper Complex, as the collaboration has thus far been satisfactory for both parties.

Koninklijke Nederlandse Vereniging Ons Leger (KNVOL)

In previous years, we hosted talks in collaboration with KNVOL. This was deemed pleasant by both

parties. This year, the cooperation with KNVOL will not be explicitly renewed but we will organise at least one talk with a member of the military.

Study and student associations

This year we will approach study/student associations to organise talks together, such as with Anteros. Additionally, we will explore options to collaborate with study associations that are international relations oriented like UHSK and VUGS.

Shelter City/ Peace Brigades

These organisations offer shelter to human rights activists from across the world in several cities in the Netherlands. They have approached us several times to set up cooperation. They harbour a diverse selection of speakers and as such they can play an important role to diversify our speaker base.

Omroep ZWART

This public broadcasting company explicitly aims to increase diversity of people and opinions. They publish articles and podcasts as well as broadcasting radio programmes. As a broadcasting company they host a selection of qualified speakers which are proponents of diversity of opinions. We will reach out to them to organise an intellectual activity together.

External Contacts of the President

The President also maintains a good relationship with several external contacts. Listed below are the current most important external contacts of SIB. Incidental partnerships are not mentioned in this section.

Utrecht University (UU)

The contact between SIB and Utrecht University is valuable and must be carefully maintained. SIB-Utrecht truly appreciates the cooperation with the UU and makes every effort to keep this relationship positive and, where possible, to intensify it. The Board will visit official UU occasions. The university's contact person is approachable for SIB when we have questions regarding promotion and information within UU context.

University of Applied Sciences Utrecht (HU)

The strong contacts with the University of Applied Sciences Utrecht will continue. The collaboration is

appreciated by both parties. In addition, the Board visits official occasions of the HU.

Pnyx

For SIB, contact with the location management of our Boardroom is very valuable. The Board intends to continue contact with the Pnyx porters. The mutual relationships with fellow Boards currently located in Pnyx are also important and maintained.

SIB-Nederland (DUNSA-NL)

SIB-Nederland is the umbrella organisation of the four SIB cities (Amsterdam, Groningen, Leiden and Utrecht). This year, the President of SIB-Utrecht is the Commissioner of Acquisition of the Board of DUNSA. Like always, every SIB-city will receive 25% of the sponsor revenue from SIB-Nederland. In recent years, DUNSA has evolved into a platform through which additional sponsor contracts have been established, and national activities have been organised. These activities are the annual DUNSA-NL gala and DUNSA Drinks, which all four cities attend.

Federation of International Student Associations (FISA)

The five international associations of Utrecht, SIB, AEGEE, AIESEC, Buddy Go Dutch and ESN, have an umbrella body. This umbrella organisation is called Federation of International Student Associations. The main function of the FISA is to act as a representative of the involved international associations. This has been the case at the start of this academic year, when a plan of action was formed in collaboration with Bestuurlijk Actief (representative body of the UU and HU towards student associations) and other umbrella bodies of Utrecht student associations. During the UIT, there will be a joint effort to profile the internationally oriented associations. Apart from within FISA, there are also bilateral collaborations with AEGEE, ESN, AIESEC and Buddy Go Dutch, among other things in the form of incidentally promoting each other's activities. Some have, for example, expressed interest in an intellectual programme such as ours. This provides much opportunity for cooperation. This year, the President of SIB takes a seat in the FISA Board as Secretary.

Utrecht University Hall

SIB makes use of the Utrecht University Hall several times a year. The Aula is used whenever we are collaborating with Studium Generale in the Tuesday programme and the Senate Hall is a beautiful accommodation for the Change of Board.

The Utrecht Centre for Global Challenges (UGlobe)

The main goal of the Utrecht Centre for Global Challenges (UGlobe) is to raise the image of International Relations in Utrecht through collaboration between the different academic programmes

focusing on International Relations. UGlobe wishes to give the students of these programmes a recognisable identity. UGlobe also aims to bundle contacts and activities in this area. UGlobe organises various master classes, career events and skills training. SIB maintains contact with the organisation, in order to expand the opportunities for networks relevant to SIB and its members. This year, the President of SIB will take part in the Student Council of UGlobe.

Appendix 3: Independent Bodies

Within SIB there are three committees which operate independently from the Board. They answer directly to the GMA, and are not managed by the Board in any way. A visualisation of this can be found in the organisational chart in the policy document, in Chapter 2.

Board of Advisors

The Board of Advisors (hereafter: BoA) provides the Board with advice on important matters within the association. The Board discusses these matters, when possible, with the BoA before presenting it to the GMA. Furthermore, the BoA will form an interim Board, should the situation require them to. The Board will maintain good contact with the BoA to ensure that they can fulfil their advisory tasks as well as possible. The BoA consists of a minimum of three and a maximum of five members, who are elected by the GMA.

SIB-Link

The SIB-Link is the association magazine which is published and distributed to members four times a year. The SIB-Link editors are entirely responsible for the contents of these magazines. The Board will, however, aid the editors by supervising the logistics of sending out the magazine, keep an eye out for any sensitive content and supervise compliance with all (sponsor) obligations of the SIB-Link.

Audit Committee

The Audit Committee checks the Treasurer's bookkeeping. This is done at least twice a year, in the manner described in Article 7 of the Rules of Procedure. The Audit Committee informs members of its findings during the GMA following the audit. The committee consists of a minimum of two and a maximum of four members, who are elected by the GMA. Of these members, at least one should be a former Treasurer.

Appendix 4: Funds

Utrechts Universiteitsfonds

This year, SIB-Utrecht will make use of the funding possibilities of the Utrechts Universiteitsfonds (U-fonds / Utrecht University Fund). The U-fonds has supported the Talks in the past and is a reliable fund for the future. The U-fonds is represented by the STUF student committee.

Vrienden van het Instituut Geschiedenis

The Vrienden van het Instituut Geschiedenis Utrecht (the VIGU Fund) supports the Talks this year. In addition, this fund has subsidised travel and simulations in the past; this year we will approach them again for these activities and aim to approach them for the Talks for next year as well.

Nederlands Genootschap voor Internationale Zaken (NGIZ)

The NGIZ is a reliable source of collaboration for SIB-Utrecht and actively engaged in the field of international relations. They have supported the Symposium last year and will be approached this year as well for this event or other similar projects.

K.F. Hein Fonds

The K.F. Hein Fonds supports activities focused on culture, social work and performing arts. They do not support the Talks this year, but it will be approached for other intellectual projects this year.

European Youth Foundation

The EYF supports youth NGOs within Europe and has several grants to support initiatives in topics like societal participation and the exchange of ideas. They do not support the Talks this year, but will be approached during this year for the funding of next year's Programme of talks.

Voor Iedereen Die In Utrecht Studeert (VIDIUS)

VIDIUS student union represents the interests of students and student associations in general in Utrecht. As part of this, they support intellectual projects of student associations. Last year, they supported our Symposium and they will be approached to do this again this year.