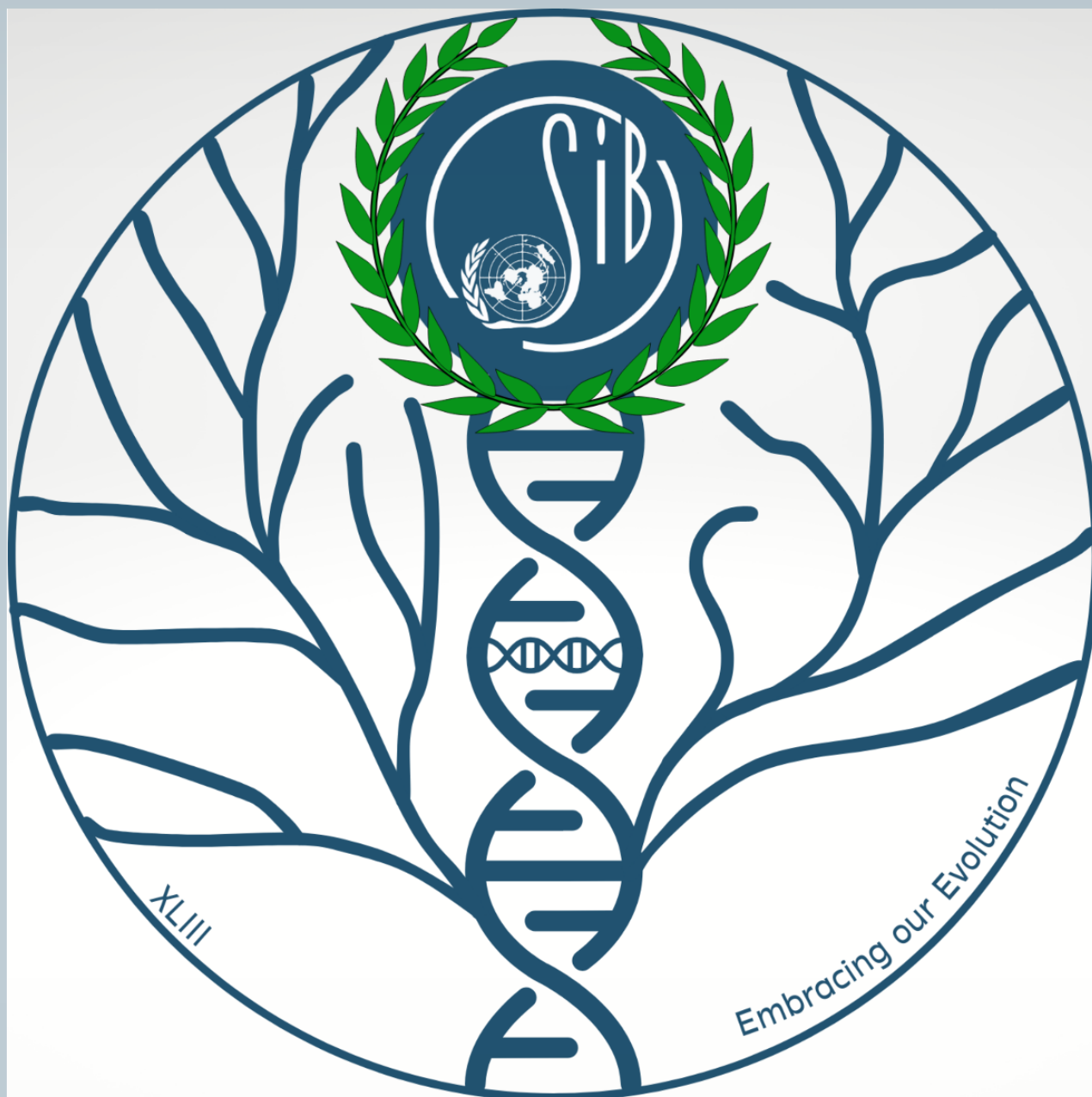


# Policy Document 2023-2024



## XLIIIrd Board of SIB-Utrecht “Embracing our Evolution”



**SIB-Utrecht**

Dutch United Nations Student Association

# Contents

1. Introduction	5
2. Vision, Motto, and Targets	6
2.1. Vision	6
2.2. Motto	7
2.3. Targets	7
2.3.1. Improving the digital representation of SIB	7
2.3.2. Improving the diversity within the speakers of the Intellectual Programme	8
2.3.3. Maintaining the quality of our Intellectual Programme	9
2.3.4. Expanding SIB's promotion	9
2.3.5. Continue to prioritise member integration and cohesion	10
2.3.6. Looking ahead: the future of SIB	11
<b>3. General</b>	<b>13</b>
3.1. Board	13
3.2. Board Committees	13
3.3. Committee Policy	14
3.4. Alumni	15
3.5. Housing	15
3.6. SIB's environmental footprint	16
3.7. Internationalisation	16
3.8. Tuesday as the SIB day	17
4. Secretariat	18
4.1. Information Distribution	18
4.2. Administration and Knowledge Preservation	18
4.3. Office	19
5. Finance	20
5.1. Increase of membership contribution	20
5.2. Financial Management	20
5.3. Supporting Committees	21
5.4. Discount Policy	21
5.4.1. Summer Introduction Offer	22
5.5. Other Sources of Income	22
5.5.1. Alumni	22
5.5.2. Donations	22
6. Acquisition	23
6.1. The Acquisition Committee	23
6.2. Intellectual Programme	23
6.3. Sponsorship	23
6.4. The European Solidarity Corps	24
7. Internal Affairs	25

7.1. Member Integration	25
7.1.1. Introduction Periods	25
7.1.2. Mentor Policy	26
7.2. Member Connection	26
7.2.1. Association-wide Activities	27
7.2.2. First Year Activities	27
7.2.3. Members Survey	27
7.3. Committees under the supervision of the Commissioner of Internal Affairs	28
7.3.1. Internal Affairs Committee	28
7.3.2. Activities Committee	28
7.3.3. Travel Committees	28
7.4. The HapHop and Themed fortnights	29
7.5. Member Initiatives	29
7.6. Societies	29
8. External Affairs	31
8.1. Formats	31
8.1.1. Talks	31
8.1.2. Interactive Intellectual Activities	31
8.1.3. Activity frequency	31
8.2. Location	32
8.2.1. Instituto Cervantes	32
8.2.2. Cafes	32
8.3. Topics	32
8.4. Attendance	33
8.5. Evaluation	33
8.6. Speakers	33
8.6.1. Gender	34
8.6.2. Cultural background	34
8.6.3. Academic approach	34
8.7. The Symposium	34
8.8. The Simulation	35
9. Promotion	36
9.1. Brand Awareness	36
9.2. Internal Promotion	37
9.3. External Promotion	37
9.3.1. Channels	37
9.3.2. The Intellectual Programme	38
9.4. Merchandise	39
9.5. Committees regarding Promotion	39
9.5.1. Promotion Committee	39
9.5.2. UIT Committee	40
10. Digital Affairs	41

10.1. Digital Modernisation	41
10.1.1. Streamlining Promotion	41
10.1.2. Consolidating External Websites	42
10.1.3. Reducing Human Engagement Reliance	43
10.1.4. Encouraging Member Activity	43
10.2. Office IT and Archive Maintenance	43
10.2.1. Network-Attached Storage (NAS)	43
10.2.2. SIB-Utrecht Wiki	43
10.3. Committees	44
11. Epilogue	45
Glossary	46
Board & Committees	46
Student Association Terminology	47
Appendix 1: Committees and Societies	48
Appendix 2: External Contacts	54
Appendix 3: Independent Bodies	57
Appendix 4: Funds	58

## 1. Introduction

Dear reader,

Here it is: the policy document written by the 43<sup>rd</sup> Board of SIB-Utrecht (*Studentenvereniging voor Internationale Betrekkingen*, hereafter: SIB).

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 Activities, such as lectures, Interactive Intellectual Activities (formerly Tuesday Twists as explained in Chapter 8.1.2), our annual Symposium and the Simulation. 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. SIB has the quality to make a lot of different members feel at home.

This year, we will embrace our evolution. The association has undergone a lot of changes in recent years. As a board, we not only want to move along with these, but even embrace them. This embraced evolution will make SIB an association that is fitting for the time that we are living in. This will be done on multiple sides of SIB, which you can read about in the following chapters.

This introduction is followed by the policy plan of the 43<sup>rd</sup> Board. Firstly, this year's vision, policy targets, and motto will be discussed. Secondly, our organisational structure is explained. Thirdly, the policy components will be addressed from Chapters 3 through 11. We hope you enjoy reading our policy!

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

Yours sincerely,

The 43<sup>rd</sup> Board / The XLIII Board of SIB-Utrecht,

Lena van Duifhuizen, *President and Commissioner of Promotion*

Dana van Zuilekom, *Secretary*

Matthijs Lenderink, *Treasurer*

Maartje Keijzer, *Commissioner of Internal Affairs*

Rick Grijpma, *Commissioner of External Affairs and Commissioner of Acquisition*

Wouter van Pamelan, *Commissioner of Digital Affairs*

## 2. Vision, Motto, and Targets

This chapter details the vision, policy targets, and conceptual framework that the 43rd Board will adhere to. The vision and targets all align to support the primary statutory objective of SIB-Utrecht, being that “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 vision and related targets are elaborated on in Paragraphs 2.1 and 2.3, with a brief explanation of the Board’s motto in Paragraph 2.2.

### 2.1. Vision

In this paragraph, we will elaborate on the six perspectives that we bring with us into our year as Board. These are: improvements to the digital representation of SIB; improvements to the diversity within SIB; maintenance of the quality of the intellectual programme; the future of the promotion of SIB; the continuing priority of member integration and cohesion; and the future of SIB as an association.

Firstly, this Board uniquely focuses on the development of the digital representation of SIB. We strive to modernise our digital presence and infrastructure, and improve the experience of the website, both for visitors and members. With this in mind, we aim to consolidate the external websites SIB currently operates, as well as iteratively improve the promotion of SIB on and through the website.

Secondly, we will continue the diversification in our association set in motion by the previous Board. Specifically in our intellectual programme, we intend to continue diversifying the backgrounds, genders, nationalities, and expertises of our speakers. We believe the association holds an inherent interest in global affairs, and want to ensure that we provide a breadth of experiences and perspectives.

Thirdly, we aim to maintain and improve the quality of the intellectual programme, by continuing the biweekly programme set up by the previous Board, while the Multi-Annual Plan regarding the intellectual programme, initiated by the previous Board, will provide a framework for the future of the programme. By retaining the flexibility of a mixture of lectures and interactive intellectual activities, this unique strength of our association can be improved upon further.

Furthermore, we aim to improve and expand the promotion of SIB to external parties. By implementing the points described in the Multi-Annual Plan for Member Recruitment, and by putting the emphasis on expanding our social media presence, we can improve SIB’s profile as an association and organisation to interested individuals.

Of course, the community within SIB and the social cohesion among members remains a focus. In our association we can pride ourselves on having members with vastly different personalities, cultures, nationalities and interests, and we aim to continue developing an environment where all of our members can be themselves and discover the diversity around them.

Lastly, the future of SIB should be considered in every decision made. By focusing on Multi-Annual Plans, including the formation of an additional Multi-Annual Plan regarding Internationalisation, the association will be more prepared for its future, while the transfer of knowledge to future Boards will be maintained and updated to improve the retention of knowledge within the association. In addition, the revision of the Rules of Procedure will update the framework that the association builds on as we look forward towards the future.

## 2.2. Motto

SIB is a unique association which, through its combination of *inhoud* and *gezelligheid*, has many opportunities, but also faces certain challenges. We've planted the seeds for our future, and now it is time for the association to evolve, so that it may bloom. Under the motto 'Embracing our Evolution', the 43rd Board will guide this association in the next steps of its evolution, as we move ever forward into the future, with a focus on resilience, open-mindedness, and technical excellence.

## 2.3. Targets

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

### *2.3.1. Improving the digital representation of SIB*

Digital representation is an ever growing aspect of the visibility of organisations. SIB-Utrecht has long had functional websites and infrastructure, but we believe that it is starting to show its age.

Firstly, we have decided that the number of websites operated by the association is unnecessary. We intend to unify all but one of the additional pages under the primary SIB-Utrecht website. These processes should be done some time before these events occur, with the Simulation and Symposium website to be fully integrated by the Half-Year GMA and the UIT website by the Election GMA.

Secondly, we intend to make the website more attractive to members and non-members. By making the website more visually appealing, improving its technical basis, and streamlining the promotion process, those who seek information about our association should be more incentivised to visit the website. Due to the extensive number of minor improvements that need to be made, we

instead will focus on the number of visits, particularly on two pages: the 'About SIB'-page and the 'Tuesday Evening Programme'-page. We aim for a 50% increase to the number of visits to these pages (or pages that are similar in function, should they be replaced), over the period of October to June. In addition, we aim to increase the number of visitors to the website by 50%, and the number of visits by 100%, during the UIT.

### *2.3.2. Improving the diversity within the speakers of the Intellectual Programme*

As an association that prides itself on organising intellectual activities concerning international topics, we are of the opinion that these intellectual activities are of a higher quality when a broad and diverse perspective is offered. To achieve this, SIB-Utrecht will welcome a diverse array of speakers. For SIB to do so, we plan to cooperate with various organisations that share our motivation of increasing the diversity of perspectives and want to promote lesser heard minorities. Such organisations include, but are not limited to: ACHN, Black Archives, CS Ubuntu, PAX, Shelter city, Stichting Untold, and UGlobe.

We have set three goals which will help to maintain and improve the diversity of speakers. These goals are based on the speakers' gender, cultural background and academic approach. We have decided to forego the usage of margins of error by working with minimal quotes. For example: instead of working with a goal of 50% with a margin of error of 5%, we will simply state at least 45%.

Concerning gender, our goal is to have a female speaker for at least 45% planned events of our Intellectual Programme. This is equivalent to the target of last year, which was 50% with a margin of error of 5%. Concerning cultural background, our goal is to have a speaker with a non-Dutch cultural background for at least 27% Intellectual Activities. To achieve this, we have set a second goal of cooperating with three organisations that focus on minority representation and underexposed minority perspectives. This cooperation with three organisations was also the target last year. For at least 36% of the activities in the Intellectual Programme, we wish to have a speaker without an academic approach towards the topic at hand. This percentage is an increase from the goal of 30% non-academic speakers from last year. The policies on increasing the diversity in the speakers for the Intellectual Programme is explained in more detail in section 8.6.



### *2.3.3. Maintaining the quality of our Intellectual Programme*

With the goal of maintaining the quality of our Intellectual Programme, we have set various targets.

Firstly, we will continue asking members to score the Intellectual Activities using an online form. To access this form, a QR code will be provided. We have set a goal for the Intellectual Activities to be rated an 8.0 on average.

Secondly, we wish to improve the attendance of the members and external visitors to the Intellectual Activities. To accomplish this we have set a goal of having an average attendance of 28 people at our Intellectual Activities with 25 of these attendees being SIB members and 3 attendees being external.

Finally, we want to maintain a diversity in topics. Towards this goal, we wish to have at least 45% of Intellectual Activities to be in the category International relations, at least 36% to be in the category Socially relevant, and at least 14% to be in the category STEM. These targets and relevant policies are explained in more detail in section 8.

### *2.3.4. Expanding SIB's promotion*

As part of our ongoing commitment to growth and member engagement, we have established specific objectives for the upcoming year. This consists of targets about our social media, the spring Introduction Period and the member recruitment idea of "buddy borrels".

Our social media is one of the tools we use to increase our brand awareness. Therefore, we want to focus on expanding our online social media presence, specifically on Instagram. By the end of the year we aim to acquire 200 new Instagram followers, meaning a growth from 740 to 940 followers. Last year, there were 159 new Instagram followers. We decided to set a higher target this year because Instagram is a big priority in our promotion plan. We will achieve this goal by keeping our Instagram more active, by posting at least 10 reels on Instagram throughout the year to convey our message in a creative and appealing manner. Next to that, we will post at least one weekly Instagram Story about what SIB is doing that week, on top of the weekly schedule. This initiative is designed to keep our members and followers updated on what is happening within SIB and to enhance their traction.

In addition, we are targeting the recruitment of new members for our Spring Introduction Period. (Potential) SIB members are often people who have doubts about joining a student association. These potential members could be convinced to join SIB during our Spring Introduction period. Our goal is to gain a minimum of ten new members. This goal will be reached by joining the February Warm Welcome Week, and by organising an activity for this Week, by creating an Instagram campaign during this Spring Introduction Period and by organising a 'buddy borrel' before the start of the Spring Introduction.

Finally, in response to the recommendations of the Membership Recruitment Task Force, we will organise at least two 'buddy borrels'. A 'buddy borrel' is an event where members are encouraged to bring potential SIB members to one of our activities. These events are not only used to recruit new members, but it also helps to increase brand awareness. More people will know about SIB and they might spread the word. These events will be promoted in the SIB promotion groups WhatsApp for our members and on our social media to make sure non-members know that they are welcome to join. These events will be in accordance with the task force's ideas about SIB in 2030 and likely consist of one open Intellectual Activity and/or social activity.

### *2.3.5. Continue to prioritise member integration and cohesion*

Member integration and connection are essential in making sure our association thrives. More on the realisation of the strengthening of these two aspects 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; a number of first-year dropouts below 30% (excluding internationals on an exchange year), a number of second-year dropouts below 25%, 60% of the first years are active members and 55% of the second years are active members.

These numbers have not changed from previous years. Two things which will change, however, is that we will look more critically at the accounting of members who leave the association in August, and members who join in July. Members who leave in August have previously been included in the second-year dropout percentage of that year, however, the CI of the new year has not been inaugurated at that time. These people will be excluded from the percentage. Secondly, members who join in July 2024 would have been counted as inactive members for the year 2023-2024. While, due to the Boards recess in July, there are no activities to make these members 'active'. These members will be seen as first years for the Board of 2024-2025 and therefore not be counted in the inactive first years percentage.

Two additional targets are; an average of 25 members at the social activities and an average of 25 members at the Tuesday drinks. We feel that keeping track of the attendance will give us an insight into the success rate of certain activities. This allows us to keep track of successful activities, and to give recommendations for years to come. One exception we will make is activities that have a limited number of members that can join. Concerning the drinks, tracked attendance will provide an insight into the appeal of drinks with and without activities beforehand.

### *2.3.6. Looking ahead: the future of SIB*

In order to prepare SIB for the uncertainties of the future, we have defined three sub targets to build upon last year's policy, to continue the process by which we intend to provide resilience to SIB's foundations. These targets are: a continuation of the Multi-Annual Plans, adjustments to the Rules of Procedure, and further revisions to the Protocols of Succession and Transfer.

First, the process of the formation of Multi-Annual Plans will be continued. There will be two Multi-Annual Plan(s) presented at two General Members Assemblies (hereafter called GMAs) during this year, each with a Task Force. An additional Task Force will be set up for a third Multi-Annual Plan which is to be presented during the next year. These Multi-Annual Plans are:

1. Multi-Annual Plan regarding the Programme of Talks | Half-Year GMA 2023/24
  - a. Aims: to identify challenges faced by the Programme of Talks and provide possibilities for adjustments of the format(s).
2. Multi-Annual Plan regarding Financial Health | Election GMA 2023/24
  - a. Aims: to assess and evaluate the financial health of SIB-Utrecht.
3. Multi-Annual Plan regarding Member Bonding | Half-Year GMA 2024/25
  - a. Aims: to determine possible improvements for the process of member bonding within SIB-Utrecht.

The deadlines for these Multi-Annual Plans have been adjusted, as last year they proved themselves unreachable. Each deadline has been shifted by approximately half a year, in order to account for this delay. We believe that despite this delay, the future Multi-Annual Plans can be held to this schedule, and we do not foresee a future shift in this schedule, as the process of formation and functioning of the responsible Task Forces has been streamlined during the previous year.

The process of organising Member Consultation Moments, or MCMs, for each Multi-Annual Plan has been difficult. We advise the Task Forces to organise these MCMs in conjunction with other activities, and will maintain good contact with these Task Forces to allow for this to happen. This will lead to a greater interest and participation in these MCMs, which will, in turn, provide better feedback to the Task Forces and lead to better Multi-Annual Plans. If this proves successful, we will advise future Boards to organise these MCMs in similar manners; if it is not successful, a further revision of these MCMs is required, as they are still important parts of the formation of the Multi-Annual Plans.

Additionally, the Rules of Procedure (Dutch: Huishoudelijk Reglement) will be updated, as was initiated by the previous board. Many sections of the current Rules of Procedure do not reflect the association's current status, due to the update to the Articles of Association last year. A full revision is therefore necessary, to ensure that the Rules of Procedure can properly function, while also allowing for flexibility in the case of future developments.

Lastly, we aim to update and revise the Protocols of Transfer and Succession. While they have been made during the previous year, we want to keep them as up-to-date as possible to ensure that they can be optimally used by future Boards. This is emphasised by the presence of the Commissioner of Digital Affairs, as the knowledge related to this function may - in the future - have to be used by people who do not have an expertise in the subject. In order to properly transfer knowledge from Board to Board, we strongly advise all future Boards to add to and revise these Protocols.

### **3. General**

The General Members' Assembly (GMA) stands as the paramount authority within SIB. This forum serves as the platform where the Board provides comprehensive reports on its actions and the present state of the association. We emphasise the pivotal role of ensuring every SIB member's opportunity to actively engage in these deliberations and contribute to the decision-making processes.

The Board's responsibilities are complemented by the collaborative efforts of the four distinct Board Committees. Additionally, SIB boasts a diverse array of regular committees dedicated to organising year-round activities and excursions, all overseen by the Board. The organisational hierarchy is illustrated in the diagram in Chapter 3.2. Policy modifications within any of these committees will be outlined within the respective chapters under the purview of the responsible Board members.

In addition to committees, SIB encourages its members to independently establish societies within the association, fostering the creation and organisation of activities. For a comprehensive overview of our committees and societies, please refer to Appendix 1.

Moreover, SIB operates with three independent bodies, reporting directly to the GMA; the Board of Advisors (BoA), the SIB-Link and the Audit Committee. Further details regarding these entities are accessible in Appendix 3.

#### **3.1. Board**

The 2023-2024 Board of SIB-Utrecht consists of six members. The three usual positions are; President, Secretary and Treasurer. SIB also has the positions; Commissioner of Internal Affairs (CI), Commissioner of External Affairs (CE), Commissioner of Promotion (CP) and Commissioner of Acquisition (CA). This year SIB also has the position of Commissioner of Digital Affairs (CD). In Chapter 10 the Commissioner of Digital affairs will elaborate on their responsibilities and goals regarding this function. This year the President will also fulfil the role of Commissioner of Promotion, and the Commissioner of External Affairs will also fulfil the role of Commissioner of Acquisition.

#### **3.2. Board Committees**

Members of our Board Committees play a vital role in the seamless operation of our association, offering invaluable support to Board members within their designated domains. It is crucial to acknowledge that these dedicated Board Committee members shoulder significant responsibilities, as they actively contribute to the realisation of policies within their respective spheres. For a more

comprehensive understanding of the roles and functions of these committees, a detailed exposition is available in Appendix 1.

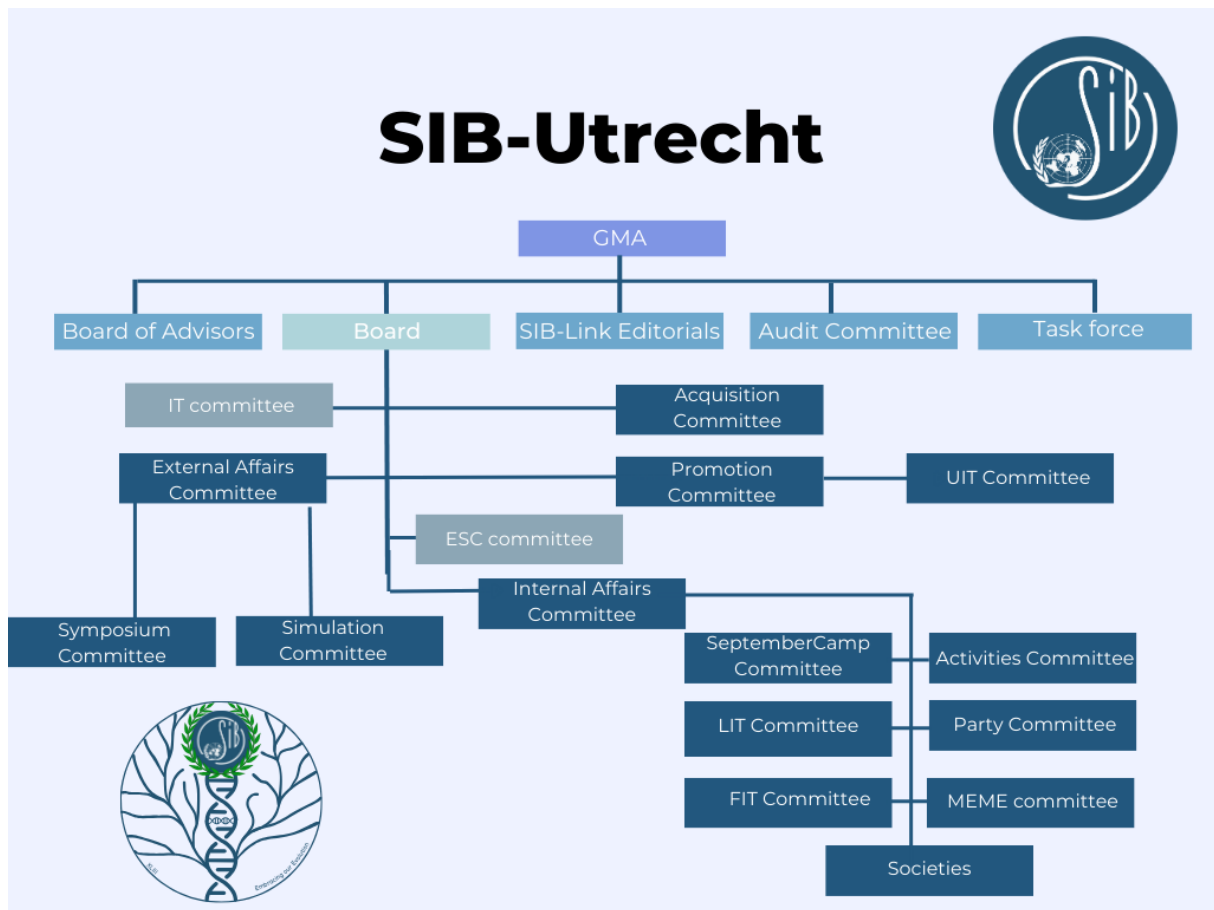


Figure 1. The Organogram of SIB-Utrecht

### 3.3. Committee Policy

Committees are an important part of the functioning of the association. Without them, SIB could not function at the level we are currently functioning at. The Board would like to express its gratitude towards the committee members for working hard for the association. The Board's gratitude is shown through thank-you gifts and the annual Committee Appreciation Day. Committee Appreciation Day is open for all members who were part of a committee. The members of Board Committees and committees with a year round task will receive a gift of this day, thanking them for their efforts in the committee. Members who took part in a project committee will receive a gift after their project is completed. As this feels more personal to thank them right after their project is completed.

The Board will support committees in training their respective President, Treasurer and Commissioner of Promotion. The Board will also be available to help with anything a committee may need; i.e. advice, helping with crafting or cleaning up.

### 3.4. Alumni

The Alumni receive the Ad Infinitum, the Alumni magazine, once a year. The Ad Infinitum will be written by the Secretary. They will also receive a Christmas card, birthday card and a dies card. Cards will be sent out digitally unless the Alumni have specified otherwise. If they wish to change their preference, they can contact the Secretary. Birthday cards will only be sent out to the Alumni whose birthday and contact information is known to SIB.

Alumni will be invited to the Alumni Drinks, like previous years. Additionally, one event during the year will be open to Alumni as well, and they will receive an invitation for that event.

### 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 concerns AEGEE, ESN, Histos, SIB-Utrecht, USHC, and VIDUIS. This year, the Commissioner of Internal Affairs will take part in the Pnyx Committee. 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) Intellectual Activities remain located at Instituto Cervantes, whom we have extended our contract with until the end of October 2023. We intend to extend this contract for another year. Since attendance of Intellectual Activities has remained relatively low for pertaining to the venue of Instituto Cervantes we normally attend, we will experiment with alternative venues this year, both in and outside of Instituto Cervantes. These will be sought both within Instituto Cervantes itself and outside at other locations. Café De Tussentijd offers a good option for Intellectual Activities for example, as some have successfully been hosted there last year. Further elaboration will

follow under Paragraph 8.2. For the Interactive Intellectual Activities, 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.e

Last year, SIB briefly had a fixed venue for weekly drinks: Café de Tussentijd. Unfortunately, they cannot accommodate us all Tuesdays of the year. This year, the aim is once again to have a fixed venue to have weekly drinks. SIB will be exploring Café 't Pandje, Café de Beuntjes and other options along the way. The goal is to have a fixed venue around the half year GMA. Like last year, if there are multiple options available, members will get the chance to vote on the final location(s) during the GMAs.

### 3.6. SIB's environmental footprint

Everyone has to contribute to face the challenges of climate change. As an association we bear a responsibility of setting an exemplary precedent. Therefore, we hold sustainability objectives in high regard. Our greatest influence lies in the domains of travel, food, clothing and merchandise.

We remain committed to the sustainability initiatives as implemented by previous Boards. These initiatives concern eco-friendly travel options, vegetarian food as the standard option and vegan options when possible, eco-responsible promotion materials in fitting amounts, an ongoing collaboration with Stricter for sustainable committee shirts and minimising the issuance of physical cards by the board.

### 3.7. Internationalisation

Internationalisation encompasses the accessibility and inclusivity of SIB for international students. Over the past few years, significant strides have been taken to ensure that international students can actively engage in the association's activities and decision-making processes. We will adhere to the guidelines established in the previous years.

To actively recruit international students, we will conduct outreach during the Orientation Week in February. Additionally, external promotion materials will be available in English, making it easier for international students to connect with us through these channels. Moreover, we will maintain our collaboration with the Federation of International Student Associations (referred to as FISA). The President will continue to serve on the FISA Board. As an overarching organisation, FISA will continue to advocate for the international student community in interactions with Bestuurlijk Actief. For more details, please refer to Appendix 2, titled 'External Contacts of the President.'



### 3.8. Tuesday as *the* SIB day

As part of our commitment to enhancing member engagement and strengthening our community, we want to establish Tuesdays as our primary association day. This means that we will stop doing a biweekly activity on Thursdays. To make sure that SIB is still an association that has both intellectual and social activities. We move these activities to Tuesdays.

We will use the following schedule:

Week 1: A talk followed by drinks.

Week 2: A social event followed by drinks.

Week 3: An interactive intellectual activity followed by drinks.

Week 4: A social event followed by drinks.

Small deviations in this schedule are allowed to account for circumstances.

Our primary objective in making Tuesdays as association days is to increase attendance and participation in activities and drinks. We aim to build a habit among our members to actively participate in association activities on Tuesdays. This habit-building process is essential to ensure that Tuesdays become synonymous with SIB.

While we emphasise Tuesdays as the primary association day, we understand that certain activities organised by the Activities Committee (AcCo) and other (project) committees may require flexibility. Therefore, we are open to accommodating social activities on other days if necessary, ensuring that they align with our overall goals and scheduling availability. We will also designate one day each month as a non-Tuesday association day, allowing members who have other commitments to keep participating in our association.

## **4. Secretariat**

The Secretary's main responsibilities are the administration, distribution of information, and maintenance of the boardroom.

### 4.1. Information Distribution

A weekly digital newsletter, the e-SIB, will be sent out every Monday by 17:00. The e-SIB is intended to inform members of upcoming activities as well as other news from the association. This could be special events, (new) societies they can join, new merchandise or surveys they are asked to fill in. There will also be space for external parties to promote anything members may be interested in, for example external events or internship possibilities. Although writing the e-SIB is the Secretary's responsibility, other board members may occasionally take over.

### 4.2. Administration and Knowledge Preservation

The Secretary will process both physical and digital mail. The Secretary will also keep track of member and alumni administration. Member administration will include committee and society experience. Members can contact the Secretary if they wish to view the information SIB has stored about them.

The Google Drive contains all documents of the current board and all important documents from the previous boards.

The Secretary is responsible for maintaining the physical archive, which is located at Pnyx. The secretary will review all documents kept in the archive and destroy any documents that are not relevant anymore or that should be destroyed based on the Algemene Verordening Persoonsgegevens (AVG).

The Secretary will also keep an overview of all objects stored in Pnyx that could be used for activities by updating the inventory document throughout the year.

### 4.3. Office

The main function of the board room is to provide an office space for the Board. If members want to visit the Boardroom, they may contact any Board Member to make an appointment. During the years, the Board will organise four occasions where members are welcome to visit without an appointment. The Board will inform the members of these occasions by means of the website, WhatsApp promotion chat and e-SIB. Committees and societies can use the facilities in the boardroom, or use other rooms in Pnyx for meetings or activities. If they wish to make use of this, they can contact the Board.

## **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 need to be approved by the GMA (e.g., an adjustment to compensate for a generated difference between expected and realised expenses). The Treasurer manages the association's finances in compliance with the annual budget, while maintaining the non-profit nature of the association. In their work, the treasurer will be closely monitored by the Audit Committee, which also provides the treasurer with advice. Financial matters are to be communicated in an accessible and transparent manner to the members of the association. Therefore, 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. Increase of membership contribution

In 2019-2020, SIB-Utrecht lastly raised its membership contribution. In the meantime inflation has increased all of the expenses. In addition, in 2020-2021 a budget reserve was put into place to compensate for the funding alterations as per the renewed UU and HU policy concerning funding of student associations (see also chapter 4.1.5 of financial year report 2020-2021). As planned this reserve will be empty after this academic year. Therefore, to compensate for the inflation and the empty budget reserve, we think it is wise to increase the annual membership contribution of SIB-Utrecht with at least €5 from the year 2024-2025 onwards. The financial taskforce will present their Multi-Annual plan regarding Financial Health of SIB-Utrecht during the election GMA of 2023-2024. Since we value the opinion of the financial task force on this subject, the exact amount of the increase in contribution will be determined during the election GMA of 2023-2024.

### 5.2. 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,- to prevent loss or theft of any amount above that. The payment account will usually not exceed €2.000,-. 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 need 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 fourteen days in advance and collected within 60 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 also send invoices and pay the invoices received by them.

### 5.3. Supporting Committees

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

### 5.4. Discount Policy

Several committees are granted a discount for activities at which they are unable to fully participate due to their organising responsibilities. These are the following committees: September Camp Committee, Symposium Committee and Party Committee.

The September Camp Committee will get a discount from approximately 50%. They only pay for half camp instead of the whole camp. The members of the symposium committee will be treated the same as volunteers for the symposium and therefore do not have to pay for the symposium.

The Party Committee will also be able to get a discount, since they have responsibilities during some of the activities they organise and therefore cannot participate completely. The amount of discount the Party Committee is able to get will be decided per activity per person.

#### *5.4.1. Summer Introduction Offer*

The special introductory offer for new members who register during the Utrecht Introduction Period (hereafter: UIT) will still be valid. This offer entails the following: new members may opt for either a €10 discount on the annual membership fee for 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 via the warm welcome week, they may opt for either a €10 discount on the annual membership fee of their first year, or a 6-month membership for half of the annual membership fee. If a new member opts for a 6-month membership-deal and they choose to extend their membership after the first six months, they are to pay the remaining amount of a normal annual membership fee.

### 5.5. Other Sources of Income

#### *5.5.1. 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 Intellectual program specifically.

#### *5.5.2. Donations*

Non-members and non-alumni may donate an amount of at least €15,- to either the association as a whole, or to the Intellectual Programme (either incidentally or annually). The opportunity to become a donor will be promoted by mentioning it on donation forms, on the website and when a member decides to end their membership. In addition, the opportunity to become a donor will be mentioned on the Instagram of SIB-Utrecht at least two times a year.

## **6. Acquisition**

### 6.1. The Acquisition Committee

To finance the many intellectual events that SIB-Utrecht organises, we rely on funds. Examples of events having used funds as part of their financing include: The Intellectual Programme, including our annual Symposium, and the MEME. The Commissioner of Acquisition (CA) will be responsible for the application to and finalisation of the requests made to various funds. The Commissioner of Acquisition will also be the main contact person, being responsible for most of the communication towards these funds.

To help the Commissioner of Acquisition with their task, they are helped by the Acquisition Committee (AC). This committee is generally staffed by people with previous experience in applying for funds and subsidies or people with other financial experience. The Acquisition Committee will request funds to contribute to the financing of the Intellectual Programme and, if necessary, also for the MEME, the Symposium, the Simulation, and other committees. These committees can contact the Acquisition Committee for advice, help with the procedure, or ask the Acquisition Committee to request the funds on their behalf.

### 6.2. Intellectual Programme

For the Intellectual Activities of the year 2023-2024, the U-fonds and VIGU have been approached. They have both accepted the application and have pledged their support. More information on these funds can be found in Appendix 4. With this support, we do not expect to use funds from the Intellectual Programme reserves. The Acquisition Committee will approach several funds, among which U-fonds and VIGU, to financially support the Intellectual Programme of the year 2024-2025.

### 6.3. Sponsorship

Since investing a large amount into seeking sponsorships proved ineffective in the last couple of years, we will continue our passive stance towards new sponsors. The Commissioner of Acquisition will keep track of parties that contact SIB-Utrecht for a possible sponsorship and send them a prospectus. This prospectus contains our standard rates for among others: advertising in the SIB-Link, the e-SIB, Ad Infinitum, on our social media posts, our information package, and on our website. The Commissioner of Acquisition will contact companies that approach SIB-Utrecht regarding discount deals on products

and/or services that SIB-Utrecht often makes use of when relevant. The Acquisition Committee will also retain the possibility to approach third parties for sponsorships. With this continued passive approach, sponsorship income has again been budgeted at €250,-.

The Acquisition Committee will maintain SIB-Utrecht's close ties with our structural sponsor Instituto Cervantes. We expect that the sponsorship deal with Cervantes will be revised and updated. With this updated contract, the income from the Instituto Cervantes sponsorship has been budgeted at €1.576,-.

The Symposium presents an opportunity to attract sponsors, and the Acquisition Committee will help the Symposium Committee with sponsorships when approached by third parties wishing to sponsor the symposium.

#### 6.4. The European Solidarity Corps

Last year, a large grant of €5.950,00 was requested from the European Union. This was done with the stated goal of improving the accessibility of the student life and culture (with a focus on those with a hearing impairment) and to bring to attention European themes among students. Since this request was granted, a commission has been set up to oversee that this grant subsidy will be used for its stated purpose. This new committee will be called the ESC. The ESC will both actively approach and be approached by other committees to discuss possibilities of using the grant for activities that benefit its goals. The ESC will also have the ability to organise these types of activities themselves. The committee will be a project committee taking place over the board year 2023-2024, supervised by the Commissioner of Acquisition.



## **7. Internal Affairs**

The member policy is the main responsibility of the Commissioner of Internal Affairs (CI). This consists of member integration and member connection. The (organisation of the) social activities are also the responsibility of the CI. As well as supervising most of SIB's committees and all of its societies. Supervising means keeping a connection between the board and the committee. The CI also is the chair of the Internal Affairs Committee (IAC), this committee supports the CI in their tasks.

### 7.1. Member Integration

The goal of member integration is to involve new members in the association. This is achieved in different ways: The Introduction Periods (IPs), a mentor policy and the new member's participation in a committee and/or society. Member integration is partly the responsibility of the IAC, they help new members feel comfortable and welcome in the association.

#### *7.1.1. Introduction Periods*

This year there will be two IPs, one in September/October and one in February. Each IP starts with a weekend that is accessible for new first year members and senior members. This encourages member integration on multiple levels.

The first IP takes place in September/October. It starts with September Camp, a weekend full of activities and parties. This ensures that new members will meet each other and get to know each other extensively. Following the Camp, there are two weeks with Introduction activities. The second IP takes place in February. This IP starts with the Lovely Introduction Trip (LIT). This is a trip to a city in or close to the Netherlands. Again, new first year members and senior members can sign up for this. If there are places left, these can be used for people who are not members yet, but are exploring SIB as an association. This way, these potential members can get to know SIB. The February IP is one week, as opposed to the two weeks of the September/October IP. This is because there usually are fewer new first year members who can more easily be introduced to the association on a personal level by the CI or IAC.

Attendance during these Introduction activities following the weekends is expected for new members. Exceptions can be made for personal circumstances or obligations, but only in consultation with the CI. If a member is not able to attend any IP activities, they will still be able to participate in the official inauguration, but they will be strongly encouraged to attend the next IP activities.

### *7.1.2. Mentor Policy*

Mentors are senior members of the association who are enthusiastic and active members. They are a big part of the integration of the new members. A mentor pair is made responsible for a mentor group, consisting of no more than twelve new members. The CI will make their expectations clear towards the mentors at the beginning of the year, and vice versa.

The CI will make a WhatsApp group chat per mentor group in which the CI can share information. The mentors will make sure that their group knows when they are attending activities as a group, and they will have dinner with their group at least once. They will also take part in the committees and societies market and will encourage the new members to become part of both. Furthermore, mentors are expected to take notice of the interests (in a committee or society) of the new members, and inform the CI about these things. Mentors will also be asked to evaluate the IPs with the CI.

### 7.2. Member Connection

Something very important to SIB's vitality is member connection. There are several of SIB's organs that are involved with members' active involvement in the association, for example: The Board, the IAC, and the committees. Member connection is about vital relationships between members, and members and the Board.

There are several aspects that play a part in member connection. The first is confidentiality. Confidentiality is something that will especially be ensured by the Board and the IAC, to make sure that members feel safe and valued in this association. When a member indicates that a conversation is confidential, this information will only be shared with other relevant parties if this member gives approval for this. Next to the Board and the IAC, SIB also has two confidential contact persons (CCPs). These are the first point of contact for members that do not feel comfortable in their own wellbeing. The CCPs are there to offer a listening ear, help when problems occur and are trained to help people seek suitable (professional) care. We will follow last year's renewed CCP protocol.

The second aspect related to member connection, is personal contact. Personal contact plays an important role in member connection, especially between members and the Board. To ensure personal contact, preference will be given to phone calls instead of text messages. This allows for clear communication and a personal approach.

Lastly, the Board is responsible for showing gratitude towards members who contribute to the association in any way possible. For example: organising an activity, being a mentor and/or being part of a committee. During Committee Appreciation Day, this gratitude will be highlighted. Next to this, the Board should make sure that every member feels appreciated. We intend to achieve this by making

sure SIB maintains a welcoming and warm atmosphere. This way members will remain motivated and involved with SIB, and they will be able to develop themselves within SIB. By doing this, we expect to see fewer dropouts than the previous years.

#### *7.2.1. Association-wide Activities*

Next to the Intellectual Programme, SIB utilises social activities to achieve member connection. Last year, activities were organised on Thursdays every two weeks, as it had been shown that activities were better attended when they were once every two weeks. Bi-weekly activities will be kept in place, but as said in 3.8 moving the social activities to every other Tuesday when there is no Intellectual Activity. Exceptions will be made for the AcCo and the ParTee, these committees need more flexibility and will be able to organise activities on other days of the week if the activity needs this. With the interim and end of year survey, members will be asked to share their feedback on this.

Mostly, activities are organised by one or more committees. Additionally, every society should organise one association-wide activity. This can also be a collaboration between a committee and a society.

#### *7.2.2. First Year Activities*

First year activities are activities targeted at first year members. This way they receive some special attention and they are encouraged to come on a personal level.

This year we will organise two first year activities. Mentors are asked to encourage their groups' participation, and, just like with the IP activities, first year members will be asked personally if they will be able to participate. The goal is to have a first year activity two months after each IP.

With first year activities we provide a way to, once again, integrate into the association. Senior members are welcome to join as well, and as stated in last year's report; these activities will be promoted as normal activities to the senior members. At the beginning of the year, a first year group chat will be made, with all the first years and the Board. In the first year group chat, the activities will be promoted as first year activities. This group chat will also be used to explain certain aspects of the association. For example: GMAs, the trips, the simulation, heimweek, the DIES and more. As was advised by the IAC last year.

#### *7.2.3. Members Survey*

This year, two surveys will be distributed on members' opinion on the association. These surveys will be distributed in January and June of 2024. The distribution will be through all the internal channels that SIB has; WhatsApp, email and the e-SIB. To ensure that as many members fill out the survey as possible, both surveys will be featured at least 3 times in the promotion group chat and the e-SIB.

### *7.3. Committees under the supervision of the Commissioner of Internal Affairs*

As mentioned before, the CI has supervision of the bulk of SIB's committees and all of SIB's societies. This year the Activities Committee is divided into the Activities Committee (AcCo) and the Party Committee (ParTee). With the presidents of these committees and with the Board, a clear distinction will be made between the kind of activities these committees can organise. Information about all committees and societies can be found in appendix 1 .

Committees communicate with the CI in real life, via calling, WhatsApp or email. They communicate about activities, meetings, and committee occupation. Both the CI and the committee can ask the other party to communicate certain information only via email, if they wish.

#### *7.3.1. Internal Affairs Committee*

The IAC is mostly active in supporting the CI. They play a big role in Member Integration and Member Connection. They are active members who keep an eye out on the opinions of other members, and they make sure that everyone feels comfortable in the association. They also help the CI make sure that the atmosphere within the association is welcoming and warm. IAC members are encouraged to join a non-Board committee, this provides the CI with direct contacts within the committees. As mentioned before in 7.2, IAC members are expected to handle confidential information from other members with care.

Last year, the aim was for at least three IAC members (including the CI) to be present during SIB activities. This number will be aimed for again this year. During the biweekly meetings, the availability of the IAC members will be discussed.

#### *7.3.2. Activities Committee*

At the end of last year, the large AcCo was divided into the regular AcCo and the ParTee again. As mentioned above, the Board and the presidents of the committees have spoken about the distinction between the kinds of activities the committees will organise.

#### *7.3.3. Travel Committees*

The Fall Introduction Trip Committee (FITco), was already formed by the previous CI. This committee consists of four members and is responsible for a trip in November. The Board will be looking into a new name for this committee, as the name is not accurate anymore. Since this IP has not happened in a few years.

The first travel committee that will be formed is the Lovely Introduction Trip Committee (LITco). This committee will consist of three members. The committee is only responsible for the trip, not the following IP.

This year, a Grand Voyage was considered, but from last year's survey, the Short Voyage seemed slightly preferred by members. Ultimately it was decided that it is still unrealistic due to the amount of members SIB currently has, and for financial reasons. The Short Voyage is otherwise known as Massively Exciting Midyear Excursion (MEME). The MEME Committee will organise a trip of approximately six to eight days in April 2024, and it will consist of a maximum of five members.

#### 7.4. The HapHop and Themed fortnights

Last year, the goal was to organise a bimonthly HapHop. This year the aim is to organise at least 5 HapHops sporadically throughout the year.

This year, the Board will not aim to organise themed weeks or fortnights, compared to the last two years. As they do not seem to reach their intended goal. Themed weeks were introduced to fill the gap between the intellectual and social sides of SIB, this has not happened. Besides this, they do not seem to influence attendance as seen in the previous year report. However, if the AcCo and the External Affairs Committee (EAC) want to collaborate within a theme, they are of course welcome to do so.

#### 7.5. Member Initiatives

Individual members can also initiate association-wide activities, these are member initiatives. A budget is available to fund these initiatives. The website has a page where members can submit their ideas digitally, but these ideas can also be emailed to the Board. Initiatives have to be submitted at least two months in advance. The Board will help the member with the organisational part of the activity, but the members who submitted the idea are responsible for the largest part of their own activity.

#### 7.6. Societies

Societies are groups of members who get together under the guise of a shared hobby or interest. The requirements for a society will remain partly the same. Two captains and a minimum of seven members (including captains) are required to form a society. The captains will function as chairs of the society and are the point of contact for the CI. A member can be captain of no more than two societies at the same time. To become a member of a society, a SIB member has to submit a motivation,

explaining why they wish to become a part of the society. They can not be rejected on the basis of this motivation. It is merely meant to raise the level of effort it takes to become a member of a society. Hopefully, this will motivate members to become an active member of the society.

The requirements of the amount of activities that the societies organise will be different this year. One association-wide activity will stay the same. Societies can also collaborate with the EAC or AcCo or their association-wide activity. There is a society budget, the societies can ask the CI or the Treasurer for money for an association-wide activity. However, they need to send in a justification on what they need this money for. The requirement of three society-only activities will be lifted. The societies can make their own choices in how many society-only activities they want to organise. Instead, the CI will do 3 check-ins during the year with the captains to see if they still have faith in the liveliness of their society.

The captains of a society can ask the Board to promote their society in the e-SIB, on Instagram and in the Promotion Group Chat. They can deliver promotion materials to the Board and this will be promoted within a month, with the exception of holidays. The captains can be trained in making these promotion materials by the Commissioner of Promotion, if they have not had this in committee experiences. We will also look into a strategy to promote SIBs societies throughout the year, making them more accessible to join for senior members.

## **8. External Affairs**

A defining aspect for SIB-Utrecht has for a long time been the Intellectual Programme. With the Intellectual Programme, SIB-Utrecht wants to offer new and exciting perspectives towards its members. This should satisfy the intellectual curiosity of SIB's members. The Intellectual Programme consists of a biweekly (once every two weeks) Intellectual Activity on Tuesday and the annual symposium. These Intellectual Activities are organised by the External Affairs Committee (EAC), while the annual symposium will be organised by the Symposium Committee. The symposium will be discussed more extensively in Paragraph 8.7.

### 8.1. Formats

Intellectual Activities can have various formats. This year we will use two labels to distinguish between the possible formats: Talks and Interactive Intellectual Activities. Details concerning these formats will be provided in the subsections below.

#### *8.1.1. Talks*

Also known as a 'Lecture', the original and classic format for an intellectual activity has for years been a lecture. SIB-Utrecht has organised countless of these talks in the past. This format includes a lecture from one or multiple speakers for approximately 45 minutes. After a short break, the audience will have the opportunity to ask questions.

#### *8.1.2. Interactive Intellectual Activities*

Formerly known as a 'Tuesday Twist', an Interactive Intellectual Activity is an alternative format created to improve the interaction between the members and the (intellectual) topic. These activities are characterised by having a more interactive nature than a lecture. Included in this format are: debates, workshops, tours, quizzes and discussion panels.

#### *8.1.3. Activity frequency*

To improve attendance of members at Intellectual Activities, various changes have been made to the frequency of activities. The amount of Intellectual Activities has decreased to a biweekly schedule and Interactive Intellectual Activities have been introduced. The biweekly Intellectual Activities will alternate between Talks and Interactive Intellectual Activities, with small deviations being allowed. The end of the year survey and the member rated scores of the intellectual activities will be used to evaluate this frequency.

## 8.2. Location

### *8.2.1. Instituto Cervantes*

SIB-Utrecht has been organising lectures at Instituto Cervantes for decades. Instituto Cervantes, a Spanish language learning institute, has therefore been an extremely valuable partner to SIB. The institute is located at the Domplein which is centrally located. At Instituto Cervantes, SIB-Utrecht has mostly rented the Salón de Actos (colloquially known as: the large hall). While the Salón de Actos still remains a suitable place to organise Intellectual Activities when large numbers of members and external visitors are expected, the average attendance is often too low to justify such a large room. With most Intellectual Activities having an attendance of less than 30 people, the Salón de Actos will look quite empty which is experienced as demotivating towards both invited speakers and the audience. We will extend our contract with Instituto Cervantes, but also explore the usage of smaller rooms within Instituto Cervantes for certain Intellectual Activities. We plan to use the Salón de Actos for Talks with a high number of expected attendees, while using smaller rooms for the other Intellectual Activities.

### *8.2.2. Cafes*

Due to the varying nature of the Interactive Intellectual Activities, a more flexible approach to the location is needed. For the last couple of years, SIB-Utrecht has been experimenting with using cafes as the location for various activities. We wish to continue using cafes as a location for Interactive Intellectual Activities, when an Interactive Intellectual Activity needs a location that is not inherent to the activity. For instance, a guided tour will be held at the location inherent to the tour. However, a pub quiz does not have an inherent location and could be held at a cafe. Our policy on the cafes itself is explained in more detail in section 3.5.

## 8.3. Topics

To improve member enthusiasm for the Intellectual Programme and satisfy the diverse interests of an audience with a diverse range of academic backgrounds, we wish to have a broad selection of topics. We wish to stay close to the topic ratios that were used for years. However, we will change the method we will use to count and analyse the categories of topics. Previously years have set targets of certain percentages for each of the topics. Last year 50% of the lectures were planned to be in the category International relations, 40% in the category Socially relevant, and 10% in the category STEM. This year we will not work with margins, and instead work with minimal quotas. We will aspire for at least 45%



of Intellectual Activities to be in the category International relations, at least 36% to be in the category Socially relevant, and at least 14% to be in the category STEM. We will also count an Intellectual Activity as belonging to multiple categories when relevant. An overview of these and other targets is provided in section 2.3.2.

#### 8.4. Attendance

To increase the attendance at the Intellectual Programme, we will pursue various methods. The External Affairs Committee will maintain its efforts to choose interesting topics and speakers, and retain the variation in topic and Intellectual Activity format. We will maintain the biweekly frequency of Intellectual Activities, as explained in section 8.1.3. The External Affairs Committee will also consult with the Task Force Programme of Talks. We will also change the general schedule of SIB activities as explained in section 7.2.1. We hope that this will foster a habit of being at a SIB activity every Tuesday, and keeping the Tuesday evening free in one's agenda. This year we will aim for an average attendance of 28 people at Intellectual Activities with 25 of these attendees being SIB members and 3 attendees being external.

#### 8.5. Evaluation

In order to collect the members' opinions on the Intellectual Activities, we will continue with providing the attendees with a short survey after the activity. In this survey, provided by a QR-code, we will ask the attendees to rate the activity from 1 to 10 and also give the option to leave a longer comment. These scores will be used to evaluate the general opinion on the type of activities and the quality of the speaker. The average score will be used to rate the success of the Intellectual Programme overall. An 8.0 as the average score will be accepted as a success.

We will also stop using the success rating formula. While we acknowledge that Intellectual Activities with a lower attendance will likely have higher scores due to various factors, we are of the opinion that the success rating formula does not adequately correct for this phenomena.

#### 8.6. Speakers

To be able to give our members a broad perspective during our Intellectual Activities, we need to ensure that the speakers we invite are from a diverse range of backgrounds. To attain a diverse array of speakers, we will track, analyse and evaluate three aspects of the speakers we invite: Gender, Cultural background, and Academic approach.

### *8.6.1. Gender*

We wish to invite a representative gender spectrum as speakers for our events. While we do not ask speakers specifically how they identify themselves, we will use their perceived gender and used pronouns to evaluate this. We aim to have a female speaker for at least 45% of the activities in our Intellectual Programme. However, we do not always have control over the speaker selection which could make achieving this goal difficult. Therefore we will set a goal of having a female speaker present at least 45% of Intellectual Activities where we have control over the speaker selection.

Since women occupy less of the positions that we often write to (such as professors or ambassadors), we will prioritise inviting female speakers before inviting male speakers.

### *8.6.2. Cultural background*

We also aim to invite speakers from various cultural backgrounds. We will invite minority speakers with a non-dutch cultural background and cooperate with partners such as ACHN, Black Archives, CS Ubuntu, Shelter city, and Stichting Untold. We have set a goal of having a speaker with a non-dutch background for at least 27% Intellectual Activities where we have control over the speaker selection. To achieve this, we have set a second goal of cooperating with 3 organisations that focus on minority presentation or underexposed minority perspectives.

### *8.6.3. Academic approach*

Our last diversity goal concerns the academic background of the speakers. In the past, SIB-Utrecht has often invited academics to talk about their area of expertise. While this can be very educational, it might limit the perspective of the Intellectual Programme to the academic world. For this reason, SIB has had a policy in place to prevent all Intellectual Activities from having an academic approach. For 36% of the Intellectual Activities where we have control over the speaker selection, we have set a goal to have a speaker that will approach a topic from a non-academic perspective.

## 8.7. The Symposium

The symposium is an annual event organised by the Symposium Committee. This event usually consists of various lectures and/or workshops united by a shared theme. Last year the symposium underwent numerous changes to increase attractiveness for the public and to reduce the workload of the committee. We will continue these policies by advising the Symposium Committee to maintain the format of last year, since both the committee and the attending members communicated that they

preferred this format. This format included: one opening lecture, a round with several activities, and a closing lecture. Visitors will also be asked to rate the symposium using a short survey.

### 8.8. The Simulation

The simulation is an annual event organised by the Simulation Committee. The event consists of a weekend where attendees play a self-made game. The event usually takes place from Friday evening to Sunday afternoon, but slight deviations have occurred in the past. Since the event takes place over most of Saturday, the committee usually provides lunch for this day.

The game itself evolves every year, but generally consists of a crisis Model United Nations (MUN)-like game set during a historical conflict. This MUN-like game of diplomacy and discussing creative solutions is complemented by economic and military systems, which can be compared to the board games Risk and Settlers of Catan.

The Simulation Committee will be responsible for arranging a location, choosing a theme, preparing the game, leading the game, providing lunch on Saturday, and all administrative tasks necessary for the event to occur. Members of the board usually help the committee in leading the game during the weekend itself.

## 9. Promotion

Effective promotion is integral to the success of our association and the Intellectual Programme. The role of the Commissioner of Promotion (CP) is to oversee promotion both within and outside the association, with a particular focus on Intellectual Activities. This focus is based on the fact that we want to attract non-members to the Intellectual Activities. Promotion ensures that the association and our Intellectual Programme are known within Utrecht, and increases brand awareness and member recruitment. Promotion of SIB-Utrecht is spread out throughout the year with a focus around our two Introduction Periods during the year.

This year we are pleased to announce that there was a Board member appointed to be CP again. Building upon the successful approach implemented last year, which delegated the responsibility of generating promotional content to committees such as the Activities Committee and External Affairs Committee, this practice will persist. Notably, the Board member fulfilling the role of CP also fulfils the role of President. Consequently, these tasks shall remain within the purview of the respective committees. Furthermore, The Promotion Committee (PC) will actively engage in initiatives such as the creation of Instagram reels and posts. Ultimately the CP shall assume overarching responsibility for all these endeavours, ensuring their effective execution.

### 9.1. Brand Awareness

In accordance with recommendations from the previous board's year report, we intend to update our corporate identity document, originally created in 2016-2017 and revised in 2020. A corporate identity document defines the rules for applying the graphic elements of a brand in order to maintain its visual and communicative coherence. This update aims to align our corporate identity with the outcomes of the Member Recruitment Taskforce. The CP will spearhead this initiative with input from the Promotion Committee (PC).

For regular promotion across our marketing channels, a detailed plan has been devised. Separate plans will be developed for the Utrechtse Introductie Tijd (Utrecht Introduction Time) and the Symposium. Building upon the success of last year's Instagram campaign for the UIT, we plan to replicate this strategy with the Symposium committee. These promotion plans will contain a division of promotion tasks along with a schedule on which days the events will be promoted.

In our commitment to fostering an offline presence, we will participate in Open Days at the Utrecht University (UU) and HU University of Applied Sciences (HU). We will also engage in promotion during Orientation Days and enlist the help of SIB members to promote our association before lectures

at various study programs; a more detailed plan about this can be found in Chapter 9.5.1. Offline promotion will also encompass activities like poster placement and sticker usage, adhering to sustainable practices.

We would also like to take further steps in the idea of Board 2019-2020 to promote SIB as a brand instead of an abbreviation. Prior to any significant transition, we will thoroughly examine potential negative implications by consulting with other SIB associations across different cities, and our partners.

## 9.2. Internal Promotion

All internal promotion materials will be presented in English to ensure accessibility for all members. Promotion will primarily occur via the WhatsApp group, following a well-structured schedule. Special promotions will be conducted before events, trips, or the symposium. The SIB agenda, outlining planned events, will also be available in English. Dutch lectures or activities will be promoted in Dutch to communicate the language used.

The weekly e-SIB newsletter, dispatched every Monday, will promote the activities scheduled for the week. All promotional content will be accompanied by visual elements. The CP will compile the weekly overview on Mondays, with special promotions for trips and events.

## 9.3. External Promotion

### *9.3.1. Channels*

In order to further our internationalisation efforts, the majority of our social media posts targeting external audiences, for example our promotion on Instagram, will be presented in English. This strategic decision is intended to enhance accessibility for international students. The Task Force document states that “In 2030, the way in which SIB is being promoted depends on the group that is being targeted.” It is important to note that there are specific circumstances where exceptions to this language guideline may apply. Depending on the audience, promotion may also be conducted in Dutch.

Instagram, being primarily a visual platform with a youthful and continually expanding user base, will be a focal point for expanding our online presence. Our approach to growing our Instagram following will encompass strategies such as attracting new members and engaging with other student associations through the use of relevant and popular hashtags, attention-grabbing imagery such as reels, active utilisation of Instagram stories, and promotion of posts. Instagram reels, in particular, will feature prominently in our external promotion strategy due to their potential to reach a broader audience beyond our followers, often garnering more views than our follower count would suggest.

This medium's viral potential within our membership and target demographic makes it central to our external promotional efforts. In the previous year, our Instagram page saw substantial growth, increasing from 581 to 740 followers. This year, our goal is to gain an additional 200 followers, bringing our total to 940.

We will explore using TikTok again. TikTok's audience has matured somewhat, and its algorithm offers opportunities for smaller accounts to gain viral traction. Notably, the effort required for TikTok would not be substantial, as we will already be creating reels for Instagram which can also be uploaded on TikTok. However, it is important to highlight that TikTok usage by SIB would be contingent on the preferences of our members, and any objections raised under the AVG (Algemene verordening gegevensbescherming or General Data Protection Regulation) would be taken into account.

The year report of 2022/2023 has advised discontinuing the use of Facebook as a promotional tool. This recommendation aligns with the evolving preferences of our target audience, primarily composed of young students, who have shifted away from Facebook usage.

On LinkedIn, while not perceived as a primary means of promoting activities and events, we will maintain a presence as an association. This presence will serve as a point of contact for potential speakers or organisations interested in connecting with us. Furthermore, we will utilise LinkedIn to promote significant events such as the Symposium or larger Intellectual Activities, as these occasions also welcome alumni participation.

Uni-Life will remain our chosen platform for promoting external events. This platform is particularly valuable as its users align with our target audience: students seeking to engage with the student community and discover various associations and events. Although Uni-Life is not currently widely adopted by students, we remain optimistic about its potential for growth in the future.

### *9.3.2. The Intellectual Programme*

The Intellectual Programme, previously known as the Tuesday Evening programme, a cornerstone of SIB, attracts both members and non-members. To engage non-members and spark their interest in SIB, the PC will have a presence at each event, manning promotional stalls, and serving as a central point of contact. The buddy system will be maintained, connecting interested individuals with SIB members to facilitate integration. Although promoting our political activities on Instagram can sometimes pose challenges, we remain committed to overcoming these obstacles. 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 Intellectual Activities. We will also explore options for working together with MBO courses and organisations. For bigger events such as the symposium promotion will be published in the Uitagenda.

Our website serves as a critical gateway for external individuals seeking information about SIB. We are committed to maintaining the website's accuracy. Given that our website is accessible through the Utrecht University website, it is imperative that visitors receive a comprehensive and positive impression of our association when they explore our online presence. The Commissioner of Digital Affairs will do most of the work regarding the website.

#### 9.4. Merchandise

Efforts to promote SIB merchandise will continue through various channels. The PC will be responsible for selecting and designing new merchandise. A dedicated page in the SIB-Link will display available merchandise, and promotions will be conducted on social media, including Instagram and periodic mentions in e-SIB. We shall facilitate the sale of merchandise during the September Camp and the end of the Spring Introduction Period, as it presents a valuable opportunity for new members to seamlessly integrate into the SIB community through the acquisition of association-related items. Specific merchandise items will be produced on demand or in batches to reduce waste. The webshop on the website will facilitate the purchasing process.

#### 9.5. Committees regarding Promotion

##### *9.5.1. Promotion Committee*

The PC will assist the CP by helping out with ideas for merchandise and promoting the Intellectual Programme. The latter will be accomplished by proactively engaging with study associations at both Utrecht University (UU) and University of Applied Sciences Utrecht (HU) through targeted email communication, ensuring their awareness of these Intellectual Activities. As previously mentioned, the PC will also undertake specific responsibilities during the Intellectual Activities. This year the PC will make an extensive plan for members of SIB to promote the association before a lecture starts at different studies. A comprehensive plan for visiting different studies will be executed before the second Introduction Period, following Semester 1.

Additionally, the PC will extend its support to the Commissioner of Promotion in enhancing SIB's social media presence. This collaborative effort will involve tasks such as capturing images and videos for stories, reels, or posts, as well as contributing to the development of fresh designs for the weekly schedule postings.

### *9.5.2. UIT Committee*

The UITco is responsible for the organisation of the Utrecht Introduction Time 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 and at least one of them has to be a social one, in order to represent both sides of SIB. The UIT committee will have started no later than December to make sure that the committee has enough time to create and organise a nice programme. The social media campaign for the UIT will be a collaboration between the UIT committee, CP and PC. There will be a specific meeting planned for this collaboration.



## 10. Digital Affairs

This year, the Board has decided to expand the association's digital foothold. It is our opinion that digital affairs within SIB are not up to the standards to which we would like to hold them, and in order to achieve this, the board has an additional position this year, namely the Commissioner of Digital Affairs (CD). Their task will be to identify possibilities for improvement and modernisation in all IT and/or digital spheres in which SIB is active, including but not limited to: the Network-Attached Storage (NAS), varying avenues of digital promotion, and the current status of IT hardware located at the office. However, the most notable and important of these spheres is the website.

To these ends, some tasks have been moved from the Secretary to the CD: these are the chairmanship of the IT committee, the responsibility of the website, as well as some office-related and archival tasks, the last of which the CD will closely cooperate with the Secretary on.

### 10.1. Digital Modernisation

The Commissioner of Digital Affairs will be primarily responsible for the modernisation of the website (<https://www.sib-utrecht.nl/en/>). The CD will organise ways for members to interact with these modernisations - for example, using surveys or meeting with members to discuss them - to ensure that they are always made with SIB's members in mind. These modernisations will primarily fall in one of four categories: the streamlining of promotion, the consolidation of external websites, the reduction of reliance on human engagement, and the encouragement of member activity.

#### *10.1.1. Streamlining Promotion*

One of the primary objectives of the website is to promote the association. The CD will, in cooperation with the Commissioner of Promotion, identify ways of improving the promotion on the website, both to members of the association (internally) and to individuals outside the association (externally). The CD will then, with assistance of the IT committee, implement these improvements.

We will focus on the 'About SIB'-page (<https://sib-utrecht.nl/en/over-sib/>) and the 'Tuesday Evening Programme'-page (<https://sib-utrecht.nl/en/lezingen/>), as described in Paragraph 2.3.1. These pages are commonly visited by members and non-members alike, and have some of the largest visitor numbers. Only the visitor numbers from the 1st of October until the last Friday before the recess will be taken into consideration, as these are the times where this policy can actively influence the number of visitors.

The 'About SIB'-page, in the period October 1st, 2022 - June 30th, 2023, had 210 visits, of which 28 in January and February, and 38 visits in that September. Meanwhile, the 'Tuesday Evening Programme'-page had 176 visits, of which 57 in January and February, and 127 visits in September. This increase in September, January and February are due to the introduction periods held during these months.

We intend to increase the number of visitors by 50% to these two pages specifically (or pages that are similar in function, if they are replaced), as they represent the majority of visitors to the website who are interested in our association. An increase in these numbers reflects an increased focus on the digital representation of our association, especially in cooperation with the Commissioner of Promotion. However, because the majority of visits were during September, and this policy will not have an effect on September's data, we will be excluding it to ensure that our data is useful.

Last year, during the UIT, there were 462 visits to the website by 176 visitors. As described in paragraph 2.3.1, we aim to increase the number of visits by 100%. and the number of visitors by 50%. This reflects two things. Firstly, it describes an increase in promotion of and on the website, causing an increased incentive, increasing the number of visitors. Secondly, an increase in website appeal and information will cause a greater retention of visitors, increasing the number of visits.

During the Year GMA, we will provide the visitor numbers of the website during this year's UIT - however, due to the proximity of the UIT to the Year GMA, we will not be able to include these figures in the year report. We will also take into account the visit count to the UIT part of the website, as it will be part of the primary SIB website by that time. We currently cannot measure the number of visits to the UIT website, so due to a lack of precedence, we will not set any targets regarding this.

#### *10.1.2. Consolidating External Websites*

SIB currently has four websites in addition to the main website: two Simulation websites, the UIT website, and the Symposium website. Separate websites add to the workload of both the IT infrastructure and the people operating them, while the benefits are negligible. Due to this, we aim to consolidate all except one Simulation website into the main website, with minimal loss of features.

The one website that we will maintain as independent is the internal Simulation website, used during the Simulation. As it is hosted locally during the event, there is no need to integrate it into the main website.

### *10.1.3. Reducing Human Engagement Reliance*

Due to technical limitations, the current website and affiliated infrastructure requires too much human intervention and engagement in order to operate. We intend to reduce the knowledge required to operate the website, reduce the time the operating of the website takes, and allow more of the infrastructure to communicate effectively with each other without human intervention.

### *10.1.4. Encouraging Member Activity*

Currently, the website lacks ways for members to interact with each other and the association. This is an aspect where major improvements can be made, that will increase member connection and cohesion greatly. The Commissioner of Digital Affairs, in cooperation with the IT committee, will investigate ways to introduce ways for members to interact with each other through the website. We intend to have a functional 'member community' on the website by the end of this Board year. We use the term 'member community' here to refer to an interactive (part of the) website where members can communicate with each other, in addition to signing up for activities, which is a feature of the present 'member portal'.

## 10.2. Office IT and Archive Maintenance

The CD will review the IT at the Boardroom, and improve this IT where necessary. Most pressingly, the Network-Attached Storage (NAS) requires immediate attention; but other miscellaneous IT hardware requires a review.

### *10.2.1. Network-Attached Storage (NAS)*

In accordance with last year's policy, we aim to replace the NAS in order to more efficiently handle knowledge preservation within the association. This replacement will allow the current and future Boards to explore ways of integrating the NAS into the workspace of the board.

### *10.2.2. SIB-Utrecht Wiki*

SIB-Utrecht has an internal Wikipedia, detailing many features of the association. Previously, the Secretaries had concluded that it was outdated and not very usable. However, due to the introduction of the Protocols of Succession and Transfer, as well as the vision for the primary website as described above, the Wiki could play a larger role in the transfer of information. The CD, in cooperation with the IT committee, will assess the state of the Wiki, and review whether it is possible and worthwhile to use it.

### 10.3. Committees

The CD will chair the IT committee, and provide guidance for this committee's activities throughout the year. The committee will exist primarily to assist the CD and the Board on several IT related issues, such as the website and computers in the Boardroom. The CD will organise monthly meetings with the committee, to share updates and encourage cooperation within the committee, and assist wherever necessary.

## 11. Epilogue

The XLIII<sup>rd</sup> Board of SIB-Utrecht extends its heartfelt appreciation to all readers of this policy document. We trust that through the following pages, you have acquired valuable insights into the association and its strategic policy endeavours. We firmly believe that the outlined approach will serve to enhance our association. Your engagement with this policy document is greatly appreciated, and we look forward to collectively enjoying, exploring and experiencing all the diverse opportunities that SIB has in store for us.

The 43<sup>nd</sup> Board / the XLIII<sup>rd</sup> Board of SIB-Utrecht,

Lena van Duifhuizen

Dana van Zuilekom

Matthijs Lenderink

Maartje Keijzer

Rick Grijpma

Wouter van Pamelan



## **Glossary**

### Board & Committees

<b>Abbreviation</b>	<b>Full Name</b>
AC	Acquisition Committee
AcCo	Activities Committee
CA	Commissioner of Acquisition
CampCo	September Camp Committee
CD	Commissioner of Digital Affairs
CE	Commissioner of External Affairs
CI	Commissioner of Internal Affairs
CP	Commissioner of Promotion
EAC	External Affairs Committee
FIT	Fall Introduction Trip
IAC	Internal Affairs Committee
IT	Information Technology Committee
LIT	Lovely Introduction Trip
ParTee	Party Committee
PC	Promotion Committee
SIB-Link	SIB-Link Committee
MEMEco	Massively Exciting Mid-Year Excursion Committee
UITco	UIT Committee

## Student Association Terminology

<b>Term</b>	<b>Explanation</b>
Alumnus/-a	Former member
Cantus	Dutch student tradition with drinking and singing
Committee	Group of members 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, either at a restaurant, or at a member's home; refers to the Dutch term of eating (Hap) and leaving (Hop) to the next activity
Inauguration	Officiating a new member to the association
	Interactive Intellectual Activity    Free and public intellectual activity as a part of our biweekly Tuesday evening programme. The format varies greatly, but is often a workshop or master class.
Office	Boardroom, where the board members work
	UIT(week)                      Utrecht Introduction Time; an introduction week for Dutch students to get to know Utrecht, the Universities and associations
	STEM    Science, Technology, Engineering, and Mathematics
	Talk/Lecture    Free and public lecture organised by SIB, part of our intellectual evening programme. The format varies, but often consists of one or more speakers, with a short break and a discussion
VriMiBo	Friday afternoon drinks; a Dutch abbreviation of 'vrijdagmiddagborrel'.

## **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 kinds of 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 Commissioner of Internal Affairs

#### *Internal Affairs Committee*

The IAC is mostly there in support of the CI. They are responsible for Member Integration and Member Connection. When the CI is not there, or not able to speak with everyone, the IAC will function as eyes and ears. They make sure the atmosphere is warm and welcoming and that everyone feels safe. They also help with filling committees and share their ideas of people's interests and capabilities. The IAC also helps the CI and Board reflect on activities, both intellectual and social, and Tuesday drinks. Ideally, the IAC consists of six to eight members (including the CI). The IAC also organises an IAC cantus and IAC intellectual activity every year.

#### *Activities Committee*

The activities committee organises social activities. With activities occurring once every two weeks, they organise about half of the social activities. The CI supports them by helping with organisational factors, such as groceries, but also helps on the evening itself. The AcCo is responsible for the idea, the budget, the course of the evening, etc. The AcCo ideally consists of five to eight members. It is a fun committee for first years to join, they can easily learn about how a committee works in the AcCo.

#### *Party Committee*

The ParTee organises all things party, this includes but is not limited to: Parties, VriMiBo's, cantuses, and big dinners. They are responsible for the location, the theme, the budget, and the course of the evening. During the parties itself, members of the committee will sometimes have to be sober. The CI and the Board will also have these sobriety services, the CI can also help with organisational factors. The committee ideally consists of four to six members, both first years and senior members.



### *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 by the Board. 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.

### *Fall Introduction Trip Committee*

The Fall Introduction Trip Committee (hereafter: FITco) organises a weekend in November. The name of the trip is dated, because the IP in november has not happened in a few years. The FIT is a two or three day trip and generally has a destination within BeNeLux, Germany or France. The FITco consists of three members.

### *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. The committee organises the means of travel, accommodation, and activities including at least one intellectual and social one.

## Committees under the Commissioner of External Affairs

### *The External Affairs Committee*

The External Affairs Committee (EAC) is responsible for the Intellectual Programme on Tuesdays and is led by the Commissioner of External Affairs (CE). The committee will invite and assist speakers, book and prepare the location, and present or introduce their activities. The committee will also evaluate the Intellectual Activities by asking the opinions of the audience using an online form, provided by a QR-code. Ultimate 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*

The annual symposium is organised by the Symposium Committee. The setup consists of an opening lecture by a keynote speaker, at least one round of separate simultaneous sessions and a closing lecture. The Symposium Committee will include at least four members and will be launched in October.

#### *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 is responsible for organising the annual Simulation, which is also open to non-members. This year, the Simulation will be organised in May. The Simulation Committee consists of approximately five members and will be launched in October.

#### Committees under the Commissioner of Promotion

##### *Promotion Committee*

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 Intellectual Activities Programme to externals. In addition, the PC will also have the responsibility at the Intellectual Activity to initiate contact with non-members attending the talk. PC members are also tasked to promote SIB during open days.

##### *UIT Committee*

The UITco 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 committee will consist of a President, a Treasurer, a commissioner of logistics, a commissioner of promotion and one or two regular members.

## Committees under the Commissioner of Acquisition

### *Acquisition Committee*

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.

## Committees under the Commissioner of Digital Affairs

### *IT Committee*

The IT committee will help and advise the CD to maintain and improve the association's IT infrastructure, with a notable focus on the website. The CD will organise regular meetings with the committee, both individually and collectively, in order to proficiently cooperate with the committee on all IT affairs within the association (see Paragraph 4.5.).

## Societies

### ToBeHuman

This society explores what it means to "be human". Discussing meaningful questions, worldview, meaning making, and spirituality are normalised, and not immediately leading to either woolly or existential conversation. The society undertakes various trips meant to raise questions and start conversations about being-human for attendees, such as an exhibition, a movie, concert or festival. Next to these excursions other activities such as sharing a beer or tea, or a meditative walk are undertaken frequently.

### Nacha

The Nacha Society opens its arms to all lovers of the legendary Tex-Mex dish nachos. It doesn't matter if you like nachos with meat or rather vegetarian, we love all nachos as long as there is a melted double layer of cheese on them! Enjoy a portion of nachos with us during a drink. Come with us and discover new twists and unique recipes that lots of cafes and pubs give to this divine dish.

### Acapella

The mission of the Acapella Society is to bring more acapella into the world. This beautiful and undervalued form of music is still missing in the broadest sense within our beautiful association. We hope to fill this gap and assume that this will be greeted with great enthusiasm by all members. The most important thing is that everyone feels comfortable to join in. You never have to sing alone if you do not want to and you can stay inside your comfortzone if you feel like it. The best part is that this comfortzone does expand a little, each time we get together. And before you know it, you will be singing the highest note.

### Boomer

Do you feel you are old-fashioned or are you in a constant state of nostalgia? At the Boomer Society, we want to relive the good old days! Talking about how everything was better back then, playing the classic games, old-fashioned drinks and much more! Leave the Generation Z youth and the Millennials behind and come along on our trip down memory lane. In the Boomer Society, we live according to the following motto: 'You are never too young to feel old'

### Prose before Hoes

Prose Before Hoes is a society for people who love Harry Styles and drinking tea. We also love reading and talking about it, and in this society we are going to do precisely that! We are going to read the same book every 2 months and then we are meeting up to talk about it and to drink tea and just having a lovely time together (and maybe to crush on Harry Styles).

### SIB Leiden Prank Society (LePra)

This society visits SIB-Leiden several times a year and claims to prank SIB-Leiden. We spend our time thinking about amazing prank ideas. In Leiden we drink cheap beer and most of the time we do not actually prank Leiden, or is that the real prank?

### Game On

Do you enjoy playing games? No, not with someone's heart, but rather with cards, consoles or board games. Do you have a game you have wanted to try for a long time, but never gotten the chance to play it? Bring it with you at the next game night! Become a member of the game society of SIB. The game is on!

D.R.A.G.O.N.

Are you a seasoned DM, played a few sessions as a player or are generally interested in Dungeons & Dragons or other TTRPGs? You're welcome to join! We will host D&D related activities and bring people interested in D&D closer together in the hope that they might become better friends and/or start playing D&D (or other TTRPGs). So come join us Definitely Rational Adventuring Group Of Nerds or for short: D.R.A.G.O.N.

## **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 Intellectual 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 2023 and will be renewed in a revised version. The new contract will be edited in accordance with increased diversity of lecture locations. We will still like to have the possibility open to us to organise our annual symposium on this location as well.

#### *Studium Generale*

In recent years several Intellectual Activities 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 the war in Ukraine.

#### *Study and student associations*

This year we will approach study/student associations to organise Intellectual Activities 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. Last year, we worked together with them to organise a lecture so we will keep in contact with them for future lectures.

#### *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. A Board member has taken place in the Pnyx committee.

##### *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-NL. 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, BuddyGoDutch and ESN, have an umbrella body. This umbrella organisation is called Federation of International Student Associations. The main function of 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.

### *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 Intellectual Programme and the Senate Hall is a beautiful accommodation for the Change of Board.



### **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. A visualisation of this structure can be found 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 Intellectual Programme 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 Intellectual Programme 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 Intellectual Programme for next year as well.

### *K.F. Hein Fonds*

The K.F. Hein Fonds supports activities focused on culture, social work and performing arts. They do not support the Intellectual Programme this year, but they might be approached for other projects.

### *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 Intellectual Programme this year, we will explore the use of this foundation for next year.

### *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.

### *European Solidarity Corps*

Last year SIB-Utrecht applied for subsidies from the European Solidarity Corps. They provided us with a substantial amount of funds and a separate committee has been set up to deal with the requirements of the fund and to cooperate with other committees and societies willing to use these funds. They will likely be approached for another subsidy for next year.