

Standing Rules

Studievereniging voor Media en cultuur AKT
(Study Association for Media and Culture AKT)



Most recently amended on 6 February 2019 by Kevin Postma on behalf of
the 39th Board of AKT

Contents

1. Introduction

- 1.1 Definition of terms
- 1.2 Validity
- 1.3 Amendments
- 1.4 Consequences of violation

2. Rooms and facilities

- 2.1 General
- 2.2 Boardroom (AKT office)
- 2.3 Telephone and computer use
- 2.4 Photocopying, scanning and printing
- 2.5 Coffee, tea and refreshments
- 2.6 Basement

3. Rules of conduct for AKT activities

- 3.1 Not permitted
- 3.2 Presence
- 3.3 Sobriety
- 3.4 Alcohol policy
- 3.5 Drugs policy
- 3.6 Damage
- 3.7 Legal violations

4. Regulations governing committees, committee members, working groups and the Advisory Council

- 4.1 General obligations
 - 4.1.1 Inadequate functioning of a committee
- 4.2 Obligations relating to committee roles
 - 4.2.1 Chair
 - 4.2.2 Treasurer
 - 4.2.3 Secretary
 - 4.2.4 PR Officer
 - 4.2.5 Committee-specific roles
- 4.3 Former Board members
- 4.4 AKT activities
 - 4.4.1 Registrations for AKT Activities
 - 4.4.2 Promotion of AKT Activities
 - 4.4.3 Funding for AKT Activities
- 4.5 Allowance for committees
 - 4.5.1 Committee clothing
 - 4.5.2 Committee outing
- 4.6 Handover document

- 4.6.1 Role-related information
- 4.7 Committee name change
- 4.8 Working groups
 - 4.8.1 Establishing a working group
 - 4.8.2 Determining the task of a working group
- 4.9 Advisory Council
- 4.10 SVO committees

5. Board members' rights and obligations

- 5.1 General obligations
- 5.2 Role-specific obligations
- 5.3 General rights

6. Members' rights and obligations

- 6.1 General obligations
- 6.2 General rights

7. Adoption

1. Introduction

1.1 Definition of terms

To make sure that these Standing Rules are as clear and as unambiguous as possible to anyone who reads them, definitions for a number of terms are provided below.

General Meeting

All powers within the Association that have not been assigned to the Board by law or under the Articles of Association accrue to the General Meeting. A General Meeting – the Annual Meeting - is held annually within six months of the end of the association year. Other General Meetings will be held as often as deemed appropriate by the Board. A General Meeting must be announced by email two weeks in advance.

Alumni

Anyone who has graduated in Media and Cultural Studies or Theatre, Film and Television Studies by obtaining a Bachelor's degree. These persons will be included in the Association's alumni database, if desired.

AKT

Studievereniging voor Media en cultuur, AKT (Study Association for Media and Culture AKT). AKT has its registered office in the municipality of Utrecht and its business address is: Kromme Nieuwegracht 20, 3512 HH in Utrecht. AKT was formed to promote mutual relations at the Department of Media and Cultural Studies at Utrecht University, and to stimulate the development of all facets of the programme in general. The Association aims to achieve this objective by organising activities - hereinafter referred to as 'AKT activities' - for its members, by producing publications and promoting members' relations with third parties.

Board

The Association has a Board consisting of at least five people. The General Meeting elects the Board members from among the members of the Association. The Board must consist of at least a chair, a treasurer and a secretary. The General Meeting may decide on the fulfilment of the other two or more roles.

Committees

The following committees are active within AKT in the 2018-2019 academic year

- AKTie – Sports and Games Committee
- AKT on Screen – Television, Film and New Media Committee
- AKT on Stage – Staging Committee
- AlmanAKT – Yearbook Committee
- Alumnicommissie – Alumni Committee
- Feessie – Party Committee
- Galacie – Gala Committee (in collaboration with other associations)
- GeprAKT – Cooking Committee
- InterAKT – Travel Abroad Committee
- Introcie – Introduction Committee

- Kampcie – Camp Committee
- PLAKT – Association Magazine Committee

Committee members

Anyone who becomes a member of a committee with the approval of the Board.

Standing Rules

The Standing Rules of Studievereniging voor Media en cultuur AKT (Study Association for Media and Culture AKT). The General Meeting must adopt these Standing Rules. The Standing Rules may not conflict with the law, including where the law does not contain any mandatory rules, nor with the Articles of Association.

Prospective board

The incumbent Board will select its successors on the basis of a selection procedure. Candidates must declare in writing that they are willing to serve on the Board. The Board will hold a selection interview with each individual candidate. The selected candidates will form the Board. The prospective board will be presented to the General Meeting for approval. At least five other members jointly may also put themselves forward as prospective Board members. Candidate nominations by parties other than Board members must be submitted in writing, together with the candidates' statements of willingness to serve on the Board, at least one week before the General Meeting.

Audit Committee

The General Meeting will appoint an audit committee from among the members each year consisting of at least two people who may not serve on the Board. Ideally, they should be two former treasurers. The committee will audit the Board's accounts and present its findings to the General Meeting.

Members

The members of the Association can be natural persons who are enrolled at Utrecht University and are pursuing the programme in Media and Cultural Studies as their major. This is not a requirement; students pursuing a similar Master's or pre-Master's programme also qualify for membership. AKT knows two different kinds of membership: the regular membership and the 'AKT Mastercard'. A regular membership amounts for €45 one time only, and is valid for an undetermined amount of time, until resignation. The 'AKT Mastercard' is intended for (pre)master students only and amounts for €15 per academic year.

Supporting Board member (OB-er)

A supporting Board member supervises and provides the best possible guidance to a committee.

Articles of Association

The Articles of Association of Vereniging voor Media en cultuur AKT (Association for Media and Culture AKT) as amended and adopted on 29 June 2015.

1.2 Validity

These Standing Rules enter into force on the date of signature by the Board in office as such on that date. The Standing Rules are binding on the Board, the committees and the members until the moment the incumbent Board at that time resolves to amend the Standing Rules and the moment the General Meeting has adopted this amendment.

1.3 Amendments

Board members and members are authorised to submit a request to amend the Standing Rules to the General Meeting. The Standing Rules may be amended only when the General Meeting has adopted any such amendment.

1.4 Consequences of violation

If the Standing Rules are violated by a person or a group of people, the Board will issue an official warning by email. If the Standing Rules are repeatedly violated by a person or a group of people after receiving a warning from the Board, the Board may deny that person or group of people access to AKT's rooms and facilities. In extreme cases, a member may be disqualified.

2. Rooms and facilities

2.1 General

The AKT Board and committees may use Room 3.15 in the university building at Kromme Nieuwegracht 20, 3512 HH in Utrecht. AKT's postal address is Muntstraat 2A, 3512 HH in Utrecht. AKT shares Room 3.15 with the editorial team of BLIK Magazine.

2.2 Boardroom (AKT office)

The boardroom is open to all members during the opening hours stated on the office door and on social media. At least one Board member must be present in the Association's room during the opening hours. No members may present in the room without the presence of at least one Board member.

To avoid noise disturbance and to guarantee safety a number of rules apply to the room. Smoking, playing loud music, lighting a fire and pets, except for guide dogs for the blind, are prohibited, and doors and windows may not be blocked. It is prohibited to store food and place cooking utensils and domestic appliances in the room.

The room can be used for AKT activities that do not cause excessive noise disturbance. Committee meetings may be held in the boardroom. Board meetings will be held in the boardroom after opening hours. Members wishing to use the room for a meeting or AKT activities other than during coffee breaks must always coordinate this with the Board first. The room must be left in a tidy condition after coffee breaks. Electronic appliances, lights and the central heating must be switched off. The room must always be locked after use.

In addition, the university's general Standing Rules must always be observed. These are posted on the notice board in the boardroom.

2.3 Telephone and computer use

The telephone and the computer in the boardroom may only be used for AKT purposes. Board members may use the telephone and the computer. Committee and Association members must ask for permission first.

2.4 Photocopying, scanning and printing

Board and committee members may use AKT's print vouchers for copying, scanning and printing orders for AKT purposes. Printing with these vouchers can only be done via the accounts of Board members, that can be accessed via the university computer at the office. Printing with these vouchers must always be done in consultation with the Board. Orders can be printed on the printers in the building at Kromme Nieuwegracht 20.

2.5 Coffee, tea and refreshments

Coffee, tea and refreshments are allowed to be consumed in the boardroom. The Board will make available tea and coffee during opening hours. The AKT coffee card can be used to obtain a free beverage from the beverage machine in the building. It is prohibited to store food for long periods in the boardroom.

2.6 Basement

AKT has a storeroom in the basement of the building at Kromme Nieuwegracht 20. AKT shares the basement with other study associations of the Faculty of Humanities. This basement can be used to store AKT goods. Committee members may store goods in the basement only after obtaining permission from the Board. The key to the basement can be collected from reception at Muntstraat 2A.

3. Rules of conduct for AKT activities

Anyone taking part in an AKT activity must comply with the rules established in these Standing Rules.

3.1 Not permitted

During an AKT activity all persons are prohibited from:

- disturbing the peace at the university/faculty
- disturbing the public order
- committing obscene acts and acting in a discriminatory or offensive manner towards
- others
- wilfully damaging or harming persons, animals, objects, spaces/rooms and the public space
- dealing in or using drugs

3.2 Presence

Board members must endeavour to be present at every AKT activity. Committee members must endeavour to be present at every AKT activity organised by the committee of which they are a member. At least one Board member and the complete committee must be present until the end of an AKT activity, excluding any exceptions.

3.3 Sobriety

The Board bears final responsibility for all AKT activities. One Board member and one committee member must remain completely sober at every AKT activity. Furthermore, the other Board members must exhibit representative behaviour at all times.

3.4 Alcohol policy

Anyone attending an AKT activity where alcoholic beverages are served must carry their proof of identity with them and present it when asked. At celebratory events, parties and at the orientation camp where alcoholic beverages are served and the Association itself is responsible for selling alcohol, a wristband system will be used. This system means that alcoholic beverages may be purchased and consumed only by those who are of age and are wearing a wristband. In addition, a 'mug book' containing photographs of all minors must be available so that the organising committee can use it as an additional aid. Should any minors be caught consuming alcoholic beverages, they will be denied access to the AKT activity. The consequences of the violation, such as a fine, are the responsibility of the member committing the violation.

3.5 Drugs policy

The use of drugs during AKT activities will not be tolerated. Should any members be caught dealing in or using drugs during an AKT activity, they will be denied access to the AKT activity. The consequences of the violation, such as a fine, are the responsibility of the member committing the violation.

3.6 Damage

AKT is not responsible for damage caused by members, to persons as well as to properties of members, AKT or third parties. This does not apply when the member can prove that the Board has acted with negligence.

3.7 Legal violations

AKT is not responsible for the consequences of legal violations committed by members. The responsibility for these consequences lies with the violating member. In case the violating member can prove that the Board gave order to carry out the violating act, the above does not apply to the responsibility of financial consequences of that specific act.

4. Regulations governing committees, committee members and working groups

4.1 Committee members' general obligations

If a member decides to apply for membership of a committee and joins the committee following the approval of the Board, the member will be bound by a best-efforts obligation. This means that the member will do their best at all times to ensure that the committee functions as effectively as possible. Should the member fail to do so, both the committee and the Board may request the member to leave the committee. The supporting Board member delegated by the Board will supervise the committee. In principle, the term of office of a committee role is at least one academic year. As the committees commence their activities in the second period, the current committee is still required to organise an AKT activity in the first period of the next academic year. It would also be advisable for at least one committee member to remain on the committee (as chair or otherwise) at the end of the academic year to safeguard the continuity and know-how of the committee. Lastly, it is obligatory for a committee to be represented by a least one member at every General Meeting.

4.1.1 Inadequate functioning of a committee

AKT committees are assumed to function properly. However, if problems arise in a committee (because no one or a specific individual is not contributing to the committee's activities), the AKT Board will take measures. The supporting Board member of a committee will initially be responsible for the functioning of a committee. The supporting Board member will ensure good relations with the committees to which he or she has been delegated. To that end, the supporting Board member must read the minutes of committee meetings and respond to/anticipate them, if necessary. Should a committee member be expelled from a committee due to problems, the individual in question will be disqualified from membership of any AKT committee in the future. At worst, the Board will either take over the organisation of the activities, or other AKT members will be assigned to do so.

4.2 Obligations relating to committee roles

Every AKT committee has a number of fixed roles and one or more committee-specific roles. Committee members have a responsibility that is inherent in their role, so that everyone knows exactly what their tasks in the committee are. This does not mean to say that members may not discuss matters with each other but the intention is that everyone has their own responsibility. Committee members are at liberty to take on more tasks within the committee in addition to their own specific role but not at the expense of their own tasks. Members without a specific role, the general committee members, may not sit on a committee.

4.2.1 Chair

The chair presides over the committee. The chair has oversight, prepares time schedules, delegates and reports to the Board through the supporting Board member. The chair schedules, chairs and prepares the agenda for meetings. The chair bears final responsibility for the functioning of the committee and the decisions adopted by the committee. In the event of a tied vote, the chair will have the deciding vote.

4.2.2 Treasurer

The treasurer deals with the finances of the committee. The treasurer's most important tasks are drawing up budgets and the accounts, which must always be submitted to the Board. In addition, the treasurer serves as vice-chair of the committee and assumes the chair's tasks in the latter's absence.

4.2.3 Secretary

The secretary takes the minutes of meetings and administers the committee's email account. The secretary may decide on the format of the minutes, provided that they are clear to everyone. The file containing the minutes must be sent to all fellow committee members and the Board, stating the following: [Name of Committee Meeting] [date]. Each committee has its own Google account. This email address always is [committeename]@akt-online.nl. Important communications with the Board or other parties must always be sent by email. The secretary is also responsible for the computer drive used by the committee. The drive must be up to date at the end of year. The supporting Board member will ensure that this takes place.

4.2.4 PR officer

The PR officer is responsible for promoting the AKT activity organised by a committee. The PR officer designs posters, arranges everything for social media purposes and arranges for the printing of any posters/leaflets. Facebook, the website www.akt-online.nl and the newsletter may be used for promotional purposes. The PR officer is also responsible for the committee page on the website.

4.2.5 Committee-specific roles

A committee may also have one or two committee-specific roles. Most committees will call such roles 'activity coordinator'.

4.3 Former Board members

As an expression of gratitude for serving on the Board, all of the previous year's Board members may, in principle, join a committee of their choice. However, a number of conditions apply to encourage movement on the committees:

- Former Board members must serve on different committees. If several Board members have the same preference, they must discuss and agree on allocation among themselves. During this process, only one former Board member may claim priority while the other former Board member will need to submit an application.
- Every committee must always make available an opening for a new committee member. If there is only one opening, everyone must apply, including any former Board members.

4.4 AKT activities

A committee is obliged to endeavour to hold at least one AKT activity during each period. This means that each committee must organise at least four AKT activities, except for the Alumni Committee, Introcie, InterAKT, Kampcie, AlmanAKT and Galacie. PLAKT must publish four editions each year. A number of mandatory matters apply to organising an AKT activity. The committee must contact the Board at an early stage to schedule a date. As soon as the date has been approved, the committee must submit the mandatory documents (they can be

found on the website under committee assistance) to the Board no later than three weeks before the AKT activity. The Board must approve the AKT activity before it can actually take place. If approval has not been obtained two weeks in advance of an AKT activity, the Board may decide to cancel it. After an AKT activity has taken place, the committee is obliged to complete and submit the mandatory documents to the Board.

4.4.1 Registrations for AKT Activities

If a committee organises an AKT activity requiring participants to register, a registration form must be created for this purpose. This is the committee's responsibility. The secretary will subsequently create a participant list and submit it to the Board. As soon as members have registered for an AKT activity, they must fulfil a payment obligation. A payment obligation of 24 hours applies to AKT activities, for which a participant fee under 10 euros is charged. A payment obligation of one week before an AKT activity applies to AKT activities, for which a participant fee above 10 euros is charged. Only in highly exceptional cases may a departure be made from this payment obligation in consultation with the Board. Registration may always be cancelled outside of this period without members being required to fulfil the payment obligation. However, the standard payment obligation cannot be applied to some AKT activities and for organisational reasons an adjusted payment obligation will apply. The specific payment obligation will always be clearly stated in the registration form. Participants will not be granted access to AKT activities until such time as they have paid for an AKT activity.

4.4.2 Promotion of AKT activities

The promotion of an AKT activity must be completed no later than three weeks before the particular AKT activity and emailed to the Board for review. All PR messages must include the following:

- the AKT logo and the university logo (not always applicable)
- the name and/or the logo of the committee
- the name of the AKT activity
- the venue/place, date and time of the AKT activity
- the participation costs
- the registration date, where applicable
- any sponsorship logos

The following general guidelines apply to all promotional activities in terms of wording and images:

- The communication medium must not be offensive, discriminatory, threatening or hurtful to others.
- Our norms and values must not be violated.

Various promotional methods may be used, but must always be agreed in consultation with the Board. The PR officer on the Board will ensure the timely creation of a Facebook event and will monitor compliance with the promotion submitted.

4.4.3 Funding for AKT activities

The budget for an AKT activity must be prepared no later than three weeks before the particular AKT activity and emailed to the Board for review. A budget must always break even. An AKT activity may not take place without an

approved budget. The invoice for an AKT activity must be prepared no later than three weeks after the particular AKT activity and submitted to the Board. In the event of failure to do so, the AKT Board treasurer may decide to pay only part of the costs, or not to pay any of the costs incurred. If small change is required for an AKT activity, the treasurer may submit a request to the Board for cash funds. In addition, a request may be submitted to use the AKT debit card machine for payments. The request must be submitted no later than three weeks before the particular AKT activity. To simplify matters for the committee, all requests may be included on the AKT activity form to be completed by the committee. In consultation with the treasurer, it is possible to arrange for payment by members through iDEAL and to apply for sponsorship or a grant. In addition, the receipts must be kept for all costs incurred. Should no receipts have been issued for a good reason, an expense form may be completed to obtain reimbursement of the costs.

4.5 Allowance for committees

AKT will make a contribution to committees for two items, for which an application for an allowance should be submitted to the AKT Board. The receipts for these costs must be kept and submitted to the AKT Board treasurer before the allowance is paid.

4.5.1 Committee clothing

To promote the visibility of a committee, items of clothing may be issued to all committee members on which the name of the committee, the member's own name'/nickname, role and the AKT logo are printed. The Board will make available a one-off maximum amount of 10 euros per person. This amount will only be paid if the AKT logo is clearly visible. The other costs are for the committee members' own account. In addition, AKT members will receive a 10% discount from AKT on the printing costs if they use YourStyle for printing clothing items.

4.5.2 Committee outing

For the purpose of fostering ties between the committee members, AKT will make a one-off maximum contribution of 7.50 euros per person to spend on an outing with the committee. The other costs are for committee members' own account. These costs will be reimbursed upon submission of an expense claim, including a receipt, to the treasurer.

4.6 Handover document

In addition to these generally applicable rules, each committee also has role-specific tasks and task descriptions. This information is stated in the handover document relating to the relevant committee. The handover document must be updated each year.

4.6.1 Role-related information

Role-related information will be provided to all chairs, treasurers, secretaries, PR officers and the activity coordinators at the beginning of the new committee year. The information will be provided by a Board member who has the most knowledge of a particular role. The role-related information will be recorded in minutes and all documents will be forwarded to all individuals fulfilling the particular roles.

4.7 Committee name change

A committee is entitled to change its name. To that end, the committee must submit and present a well-substantiated plan to the General Meeting. A vote will subsequently be held to decide on the name change. Ideally, a committee should keep its own name.

4.8 Working groups

The Board may outsource certain operational tasks to a working group. The same rules apply to persons participating in a working group as those applicable to committee members, as stated under Article 4.1.1.

4.8.1 Establishing a working group

The Board will appoint a working group. The working group will be established as such upon the appointment of the working group by the Board. Both members and non-members may be appointed to a working group. The composition of a working group may vary. It must in any event have a chair and a secretary. The remaining composition depends on the task and objective of the working group and therefore may vary. Furthermore, the working group must always keep the Board informed of the course of events.

4.8.2 Determining the task of a working group

The task of a working group may be determined by the Board. A working group may be established as a prelude to an eventual committee or may serve a specific purpose (e.g. organising an anniversary or other significant event).

4.9 Advisory Council

The Advisory Council, the manner in which it is formed and the way in which it functions will be stated in the Standing Rules. The Advisory Council will consist of three members from the most recent former Board and the two preceding Boards. These three members will form the Advisory Council for the duration of one academic year. At the end of the academic year, a new Advisory Council will be formed as described above, possibly, but not necessarily, with two of its incumbent members. If no former Board members from a certain academic year wish to join the Advisory Council, a former Board member from another academic year may sit on the Council, but this is not advisable.

The Advisory Council will convene on at least three occasions during the year, together with the incumbent Board, even if there appears to be no immediate reason. This will compel the Council and the Board to reflect on the course of events. If the Council finds that advice is urgently required, it may request a meeting. A meeting may be held on a date on which at least two members of the Advisory Council and three members of the incumbent Board can attend. If no urgent developments arise, the Council will postpone its advice until the three fixed moments, to prevent the Council and the Board from having to hold meetings with tedious regularity.

4.10 SVO committees

All Student Association Consultation (SVO) Committees will be represented during the recruitment of members for other committees so that all members will be informed of the opportunity to participate in these committees. Members can indicate whether they are interested in participating in a specific committee.

Both Board members and members can apply for membership of the SVO committees, and will receive equal treatment during the selection procedure. The Board (all Board

members, excluding the Board member who has applied) will consider which person is the most suitable on a case-by-case basis. The chair of the Board bears final responsibility for this procedure and will supervise it.

The member will sit on the SVO committee for at least one committee year. New applications must be submitted each year for membership of the SVO committees. If no new applicants are interested in serving on the committee, a person already serving on the SVO committee may retain their membership.

The Board will consider which member of the Board will serve as the supporting Board member for each SVO committee. If a Board member joins an SVO committee, that member will also automatically be the supporting Board member for that committee.

5. Board members' rights and obligations

5.1 General obligations

- Each Board member is obliged to read and understand the contents of these Standing Rules.
- Each Board member is obliged to comply with the rules set out in these Standing Rules.
- Each Board member must use the rooms and facilities available to AKT in the correct manner.
- Each Board member must use the code for the code lock of the AKT office in the correct manner.
- Each Board member must behave in the correct manner during and after AKT activities.
- The Board bears final responsibility and is accountable for all proceedings.

5.2 Role-specific obligations

In addition to the general obligations, each individual Board member also has role-specific obligations. The obligations are recorded in the handover document relating to the relevant Board member. The handover document must be updated by the relevant Board member each year.

5.3 General rights

- Each Board member may attend AKT celebratory events and parties, provided they reciprocate with a service.
- Each Board member will receive a VVV voucher amounting to €15 (in words: fifteen euros) at the end of the Board year.
- The Board is entitled to amend the minutes of Board meetings to avoid the disclosure of any confidential information upon members' request for inspection.

6. Members' rights and obligations

6.1 General obligations

- Each member is obliged to read and understand the contents of these Standing Rules.
- Each member is obliged to comply with the rules set out in these Standing Rules.
- Each member must use the rooms and facilities available to AKT in the correct manner.

6.2 General rights

- Each member is entitled to sit on a committee.
- Each member has access to the General Meeting of the Association at which the member holds the right to cast one vote. A member may also authorise another member to vote on their behalf. A member may only represent one other member.
- Each member is entitled to inspect the minutes, the Articles of Association and the financial statements of the Association.
- Each member is entitled to an AKT card. The AKT card will be handed over personally upon payment of the membership fee. The AKT card entitles members to a discount from various bodies.
- Each member has the right to inspect, change and withdraw their personal data which is processed by AKT.

7. Adoption

The 39th Board of Studievereniging voor Media en cultuur, AKT (Study Association for Media and Culture, AKT) for 2018-2019 adopts these Standing Rules pursuant to Articles 26.1 and 26.2 of the Articles of Association; adopted on 29 June 2015. These Standing Rules are generally applicable to the Board and the members until the next amendment by the General Meeting.

6 February 2019, Utrecht

Kevin Postma
Chair, AKT Board '18-'19

Ilsa Cornelis
Treasurer, AKT Board '18-'19

Anne-Florine Holtrigter
Secretary, AKT Board '18-'19

Frank Wever
PR Officer, AKT Board '18-'19

Laura Vrooland
Education Officer, AKT Board '18-'19

Eline Spit
External Affairs Officer, AKT Board '18-'19