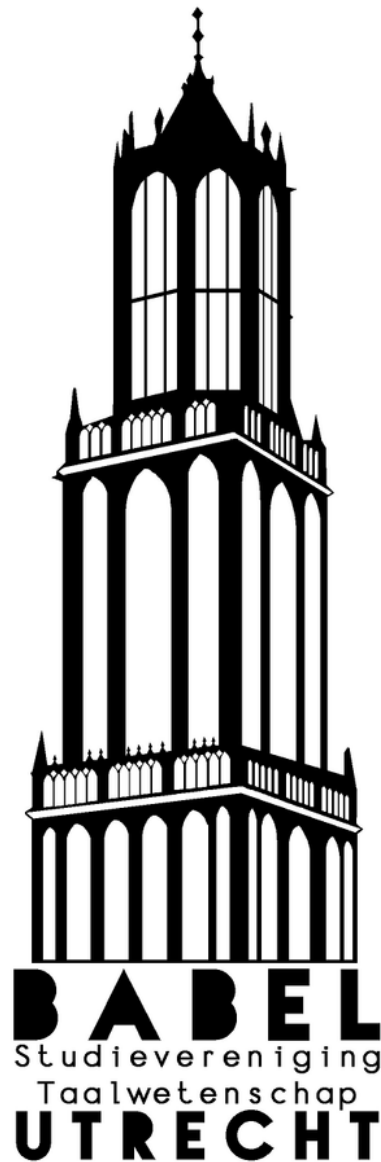


STANDING RULES

STUDY ASSOCIATION BABEL



Amended based on the GMM of 22 Februari 2022

This introduction contains notes on all instances in which the Standing Rules were amended.

The Board XI, consisting of Lin An Phoa, Sophie Slaats, Anne Beltman and Michael Villeneuve, drew up the SR in 2015-2016. It was approved by the GMM on 25 May 2016.

The Board XII, consisting of Lilian de Jong, Jacqueline van Arkel, Janna van Egmond and Myrthe van der Veen, adapted and supplemented the SR in 2016-2017 on 8 February, 22 May and 27 June 2017. This has been approved by the GMM.

The Board XIII, consisting of Bjorn Lichtenberg, Pauline Kort, Rens Kersbergen and Maaïke Nieuwenhuizen, adapted and supplemented the SR in 2017-2018 on 15 November, 21 February, 9 May and 27 June. This has been approved by the GMM.

The Board XIV, consisting of Daan van der Weijden, Koen Knape, Maarten Langerhuizen and Josine Schaap, adapted and supplemented the SR in 2018-2019 on 21 November, 20 February, 8 May and 24 June. This has been approved by the GMM.

The Board XV, consisting of Rivka Bruins, Rieke van Lieshout, Fabiane Middelman, Jim Havelaar and Leonie Dangremond, adapted and supplemented the SR in 2019-2020 on 24 June, 11 November, 2 February, 13 May and 1 July. This has been approved by the GMM.

The Board XVI, consisting of Maria Zandbergen, Danique van der Weijden and Isa Sadowski, adapted and supplemented the SR in 2020-2021 on 1 July, 9 September and 23 November. This has been approved by the GMM.

The Board XVII, consisting of Lotte Neijmeijer, Laura Moia, Lydwine Beelen, Myrthe Spitzers and Lotte Boelens, adapted and supplemented the SR in 2021-2022 on 22 February. This has been approved by the GMM.

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Definitions

The Association

The Association, named Babel, is the study association for Linguistics at Utrecht University.

The Charter

Babel's Charter was adopted on 19 July 2016. The Charter contains the ground rules of the Association. These are laid down for the longer term and therefore predominantly contain general rules and provisions. The Charter and the Standing Rules jointly form the rules of the Association.

The Standing Rules

The Babel Standing Rules contain specific rules on the Association and supplement the Charter. The Standing Rules were drawn up in May of 2016.

The GMM

The General Membership Meeting (GMM) is a meeting at which all the members of the Association can vote on important decisions. The GMM usually takes place twice a year, unless more GMMs are required. Members have the right to oblige the Board to convene a GMM.

The association year

The association year runs from 1 September until 31 August inclusive.

The financial year

The financial year runs from 1 September until 31 August inclusive.

Board

The Board consists of the members who have been appointed to the Board by the GMM and coordinate the Association together. Further duties are specified in the Standing Rules.

Prospective Board

The Prospective Board succeeds the retiring Board and consists of the members who have been approved as members of the Prospective Board via the GMM.

Prospective Prospective Board

The Prospective Prospective Board consists of members whom have applied for a position within the board and the retiring Board has asked to succeed the Board, but regarding whom no vote by the GMM has taken place yet.

Members

Members are all those students who have applied as members and meet the conditions as specified in the Standing Rules and the Charter.

Former members

Former members are all persons who used to be members.

Alumni

The Association has multiple definitions of the word 'alumni'. Officially, an alumnus is someone who has graduated from a field of study with which Babel is associated as specified in paragraph 5.1. Where reference is made to 'alumni' in these Standing Rules, this refers to those alumni who are current or former members of Babel, have graduated in a field of study with which Babel is associated as specified in paragraph 5.1 and are registered as alumni in the record-keeping system. Where a different definition of alumni is used, this will be indicated.

Programme Committee

The Programme Committee (PC) is a committee in which students and lecturers are represented to improve the degree programme together. Each degree programme has a PC.

Advisory Council

The Advisory Council is an independent advisory body for the Board that consists of former board members.

Audit Committee

The Audit Committee is a committee that audits the accounts of the Board.

The website

The website of the Association is www.svbabel.nl.

1. *General provisions*

1.1 *Association matters*

In principle, association matters are provided for by the law and the Charter. In addition, the Association works according to the regulations in the Standing Rules, any other supporting regulations and decisions of the GMM.

1.2 *Impotence*

In case a situation occurs in which rules from the standing rules are violated because of demonstrable impotence, the board decides about the consequences of these violations. The board has to be able to justify these decisions at the GMM.

1.3 *Participation in association activities*

Only members are allowed to participate in association activities, unless the Board determines otherwise.

2. *General Membership Meeting voting procedures*

2.1 *Announcement of voting documents*

At least a week before the GMM, all motions that are going to be put to a vote (such as amendments to the Standing Rules, the new Prospective Board or new members of the Advisory Council or the Audit Committee) must be communicated to the members.

2.2 *Proxy to vote for another member*

A member can only give proxy to one other member to vote at the GMM on their behalf. The board must be informed by the mandator about this proxy in writing, before the start of the GMM.

2.3 *Electoral committee*

In the event of votes, an electoral committee will be set up, consisting of at least two persons. This electoral committee will consist of at least two board members, unless the GMM determines otherwise.

3. *Amendment of the Charter and the Standing Rules*

3.1 *Responsibility for amendments*

Every year, the Board will check the Charter and the Standing Rules and will, on the basis thereof, decide on the implementation of any amendments.

3.2 *Amendment of the Charter*

The procedure for amendment of the Charter has been laid down in the Charter.

3.3 *Amendment of the Standing Rules*

The Board will amend the Standing Rules with the approval of the GMM. When more than half of those present have agreed to an amendment, the Standing Rules must be amended. Members can suggest amendments to the Board, either individually or on behalf of a committee. If it is a reasonable suggestion that is not contrary to the law or the Charter, the Board must consider the suggestion. Within a term of three weeks, the person who has made the suggestion must be informed of the Board's decision. Any amendment to the Standing Rules must be noted in the appendix to the Standing Rules. If the table of contents needs to be amended as a result of an article, paragraph or sub-paragraph being added or removed, the amendment of the table of contents does not require a vote at the GMM. If a reference in the Standing Rules needs to be amended as a result of an amendment of the relevant article, paragraph or sub-paragraph, this does not require a vote at the GMM. Spelling corrections do not require a vote at the GMM. These corrections are only to correct errors in spelling with which the meaning of the text does not change. These kind of errors can be communicated to the Board. The Board will correct them.

4. *Contribution*

4.1 *Categories*

Members of the Association pay a membership fee according to the category in which they are classified. The categories are as follows:

- Category A. A member falls in Category A in the first three years of membership, if the member is a Bachelor's degree student. These members pay a one-off amount to be determined by the GMM at the start of their membership;
- Category B. A member falls in Category B after three years of membership. This category also includes former members who want to become a member again, Master's degree students who want to become a member for the first time and students who follow a major, minor or exchange program as stipulated in Article 5.1. These members pay an annual amount to be determined by the GMM at the start of the association year;
- Category C. A member falls in Category C if the GMM has appointed them an extraordinary member. These members do not owe the Association a membership fee;
- Category D. A member falls in Category D if they became a member before May 2016. For these members, the old member-for-life membership-fee system applies, on the basis of which they paid a one-off amount at the start of their membership and became members for life. These members do not fall in categories A and B.

4.2 *Contribution obligation*

Members must meet their membership fee obligations within two months of entering into the membership. If a member has still not paid after this term, the membership may be denied as stipulated in Article 7 of the Charter.

5. Degree programmes

5.1 Members' fields of study

Members may be students, former students, alumni (official definition) or exchange students, of whom the exchange students must have followed or are following at least two of the courses, of the following fields of study at Utrecht University:

- Bachelor's:
 - Linguistics;
- Majors:
 - the majors in the field of linguistics of all Bachelor's programmes of the department of Languages, Literature and Communication
 - the Linguistics major of the Bachelor's programme in Liberal Arts and Sciences;
 - the Linguistics major of the Bachelor's programme in Language and Cultural Studies;
- Minors:
 - Linguistics;
 - Language Development;
- Master's:
 - Linguistics;
 - Multilingualism and Language Acquisition;

The board can make an exemption to this if the student has followed or is following at least 7,5 EC worth of courses from the studies mentioned in article 5.1.

6. Personal data

6.1 Record-keeping

The Babel Board will keep a register that is allowed to contain the following details:

Of members:

- first and last name;
- date of birth;
- telephone number;
- email address;
- student ID number.

Of alumni:

- first and last name;
- email address;
- year of graduation.

Of Friends of Babel:

- first and last name;
- email address.

Of recipients of the parent newsletter:

- email address.

The details provided by these persons must be up-to-date and accurate.

6.2 *Personal data new members*

A person who wants to become a member of Babel has to provide Babel with at least the following personal data:

- First and last name
- Date of birth
- Phone number
- Email address
- Student number

6.3 *Changing personal data*

Members must inform the Board of any changes in these details in writing.

6.4 *Accountability regarding personal data*

6.3.1 *Member details*

- First and last names are asked so that a record can be kept of who is a member.
- Members are asked to provide their dates of birth so the Association can keep track of members' ages, in connection with the alcohol policy and any applicable age limits for activities.
- Members are asked to provide their phone numbers so that they can be contacted by telephone if immediate contact is required.
- Email addresses are used – among other things – to contact members and to send newsletters, membership fee and other invoices, questionnaires and evaluations. Unless indicated otherwise, questionnaires and evaluations are processed anonymously.
- Members are asked to provide their student ID numbers because this is required to check whether the registered users of the website are members of Babel.

6.3.2 *Alumni details*

- Alumni are asked to provide their first and last names so that a record can be kept of who is a registered alumnus.
- Alumni are asked to provide their email addresses so they can be contacted and can be sent invitations for alumni events.
- Alumni are asked to provide their year of graduation so that, in the alumni file, the Board can keep track of when alumni graduated, so that relevant alumni can be invited to events.

6.3.3 *Details of Friends of Babel:*

- Friends of Babel are asked to provide their first and last names so that a record can be kept of who is a Friend of Babel.

- Friends of Babel are asked to provide their email addresses so that Friends of Babel can be sent the newsletter and the Bab(b)elaar.

6.3.4 *Details of recipients of the parent newsletter*

- Recipients are asked to provide their email addresses so they can be sent the parent newsletter.

7. *Member recruitment and registration*

7.1 *Recruitment of members*

For the sake of continuity, it is important that member recruitment for Babel run smoothly. The Board is responsible for this. Some of the duties involved can be delegated to the Introduction Committee. The Board promotes member recruitment by being actively present at the following activities: information days, open days, matching days and the introduction week.

7.2 *Registration*

7.2.1 *Registration moment*

Every Board chooses an appropriate registration moment and determines how this should take place. There must be at least one general registration moment for the first-year and new Master's degree students. This must in any case be at the start of the academic year, and it is recommended that it be scheduled in the introduction week. In addition, students must be able to register online and the Board will see to it that this option is available.

7.2.2 *Codex*

Since the year 2016-2017, Babel has made use of the programme Codex. Babel maintains the membership records through Codex. The Board determines how this programme is used for registrations.

7.2.3 *Membership*

A student is a member of Babel when the following conditions have been met:

- The student has applied to Babel by completing the registration form, digitally or otherwise.
- The student has transferred the membership fee according to the categories system as described in Article 4 of the Standing Rules to Babel's account, within the applicable term.
- The student follows one of the degree programmes referred to in Article 5 of the Standing Rules.

8. *Patrons*

8.1 *Patron conditions*

Patrons are those who have met the following conditions:

- The person has completed a patron form. The form can be found on the website.
- The person has donated €15 or more to the Association, annually or on a one-off basis.

8.2 *Friend of Babel*

A patron of the Association is referred to as a Friend of Babel.

8.3 *Term*

Someone who makes a one-off donation will become a Friend of Babel for one year.

Someone who makes annual donations will be a Friend of Babel for as long as they continue to make donations.

9. *Privacy of members' data*

9.1 *Use of personal data*

Only the Board has permission to use members' personal data. Accountability regarding the use of members' personal data is discussed under 6.3.1.

9.2 *Spreading personal data*

If it feels this is necessary, the Board may pass on members', extraordinary members' and patrons' personal data to committees, provided that this is for Babel purposes.

9.3 *Website login details*

Members' login details for the website (username and password) are strictly personal and may not be provided to third parties.

9.4 *Privacy with regard to pictures*

During activities, the Board and the Media Committee have the possibility to take pictures for Babel purposes. These pictures can be published in non-public places that can only be viewed by members. Pictures can also be published in a public place, provided that it is a posed group picture or provided that all recognisable people in the picture have given written consent for this. If a member is in a picture that they do not want to be posted on social media or on the website, they can communicate this to the Board. In such cases, the Board is obliged to remove the picture. The option to remove pictures will always be displayed when pictures are posted on the website.

9.4.1 *Posting of posed group pictures in non-public places*

Persons who are identifiable in posed group pictures (which are intended to show all persons attending an activity) will not be asked for their permission for these to be posted in non-public places (such as the secure part of the website or the newsletter), provided that the relevant persons expressly gave their permission for posting this type of picture in these

places when completing the registration form, or in another manner. Those who have not expressly given their permission will never be shown in this type of picture in non-public places.

9.4.2 Posting of other pictures in non-public places

For pictures that are not posed group pictures, identifiable persons will not be asked for permission for posting such pictures in non-public places, provided that the relevant person expressly gave their permission for posting this type of picture in these places when completing the registration form, or in another manner. Those who have not expressly given their permission will never be shown in this type of picture in these places. Non-members, such as sponsors and lecturers, will receive the newsletter without pictures, meaning it will only contain the text.

9.4.3 Posting of posed group pictures in public places

Some pictures are visible on the website and on social media to non-members as well. Persons who are identifiable in posed group pictures will not be asked for their permission for these to be posted in public places (such as the publicly accessible sections of the website, social media or the Bab(b)elaar), provided that the relevant persons expressly gave their permission for posting this type of picture in these places when completing the registration form, or in another manner. Those who have not expressly given their permission will never be shown in this type of picture in public places.

9.4.4 Posting of other pictures in public places

With regard to pictures that are not posed group pictures, those who are identifiable in the picture will be asked for their permission for posting the picture in public places.

10. Accommodation

10.1 The Babel Room

Since 2016, Babel has had its own room on Drift 21, room 2.09. Members are welcome in the room (for example during room opening hours), it can be used for meetings and board members can perform their board duties there.

10.1.1 Opening hours

The Babel Board is obliged to set a number of standard opening hours for the room, during which the room is open to members. When the Board decides to close the room during the set opening hours, this must be communicated to the members, stating a valid reason. The Board will decide on a valid reason.

10.2 Keys and door code

Every board member has a code that provides access to the room and a key that provides access to the archive cabinet. After a change in the Board, the code and every key will be passed on to the new Board.

The code must be changed at least once every academic year to increase the security of the Babel room.

10.3 Facilities

The room has various facilities. It has a computer, which is the property of Utrecht University, which only the Board may log into, unless the Board determines otherwise. Members can make free prints for Babel purposes, provided that they have the Board's permission to do so. In addition, there is a coffee card in the room that members can use with the Board's permission when those members are in the room.

10.4 Presence of board members

Any time the room is open, a board member must be present. The board member must be the last to leave the room and must lock the room when doing so. Only if at least one board member has given permission to a Babel member or a committee may these members be in the room without a board member being present.

10.5 Room rules

There are room rules that apply to all members who are in the association room. The room rules can be found in the association room or can be requested from the Board.

10.6 Amendment of the room rules

The Board will make changes to the room rules with the approval of the GMM.

11. Board

11.1 General composition

The Board of the Association consists of at least three persons who hold the following standard positions: chair, secretary and treasurer. In principle, a Board of four people consists of the standard positions and a vice-chair and a Board of five people of the standard positions and a commissioner of internal affairs and a commissioner of external affairs. In case the board has a different number of members than four, a board member will hold the position as described in 11.5 next to his own position. As described in Article 13, paragraph 1 of the Charter, a board member may hold several positions.

11.2 Job description, chair

The chair convenes board meetings, draws up the agenda for those board meetings and chairs them. The chair chairs the GMM's. The chair bears ultimate responsibility for the coordination within the Board and the Association.

11.3 Job description, secretary

The secretary keeps minutes at board meetings and conducts the correspondence of the Association. In addition, the secretary keeps the records of the archive. In addition, the secretary keeps the member records and alumni records. The alumni records contain the details of those alumni that have provided permission for that.

11.4 Job description, treasurer

The treasurer manages the finances of the Association and keeps a balance sheet of the Association's funds. In addition, the treasurer draws up a budget at the start of the financial year and a settlement at the end of the financial year. The treasurer is to present both at a GMM.

11.5 Job description, vice-chair

The vice-chair monitors the chair. If the chair is not present to chair the meeting, the vice-chair will take on this task. If the secretary is not present, the vice-chair will keep the minutes. If both the chair and the secretary are not present at the meeting, the board decides on the division of the tasks. Both the chair and the secretary cannot have the job of the vice-chair.

11.5.1. Vice-chair in a board of four people

Besides the general tasks of the vice-chair, the vice-chair plays a supplementary role within the Board, where necessary. In general, the vice-chair is responsible for promoting the Association and, to that end, maintains the Association website and Facebook page

11.6 Job description, commissioner of internal affairs

The commissioner of internal affairs sends the (parent)newsletter and informs the members in this way about upcoming activities. The commissioner of internal affairs is also in charge of being in contact with the alumni, the CC and will monitor the internationalising of the education and the association.

11.7 Job description, commissioner of external affairs

The commissioner of external affairs is responsible for the digital representation of the association and is in charge of the website and the Facebook page. The commissioner of external affairs adds events and makes sure members won't be spammed. Besides this, keeps the commissioner of external affairs in contact with other associations for shared activities.

11.8 Ancillary positions

The ancillary positions of the Board include at least the SVO (Consultation Body for Study Societies), VIDDIUS, PC, mentor coordination, acquisition, book sales and alumni. Every ancillary position must be taken on by at least one board member. The board can divide these ancillary positions amongst the board members as they see fit. The SVO, VIDDIUS and PC are discussed in Article 12 of these Standing Rules. Below is a short description of the ancillary positions regarding mentor coordination, acquisition, book sales and alumni:

11.8.1. Mentor coordination

Every academic year, several groups will be formed out of the first-year students. At least one senior student will be linked to every group. In consultation with the Introduction Committee, the Board will determine the specific role of mentors in the relevant association year.

11.8.2. Acquisition

The Association maintains contact with current sponsors and promotes entry into new collaborations. Since the year 2016-2017, there has been a sponsor plan that contains useful information on acquisition. This plan can be used as an aid in entering into new collaborations.

11.8.3. Book sales

The Association strives to provide its members with easy access to coursebooks. The Association is working with a book supplier to achieve this, and Babel members are given a discount on their coursebooks. The Board stays in contact with the supplier and will stimulate the collaboration where required.

11.8.4. Alumni

Babel likes to stay in contact with the alumni of the degree programme. There is a LinkedIn group that alumni can join; moreover, every year, it is determined to which activities alumni can be invited. The Association keeps alumni involved in Babel in order to strengthen the bonds between alumni and the bonds between alumni and students.

11.9 Board meetings

11.9.1. Meeting dates

The Board meets when it considers this necessary. Members are required to cancel if they will not be attending a meeting.

11.9.2. Meeting documents

The agenda and the minutes must be in the board members' possession in due time. The Board can determine the maximum term for this.

11.9.3. Representation at activities

At meetings, it will be decided per association activity which board members will represent the Board. There must be at least two. Board members must attend as many activities as possible to show their support of the relevant committees and promote contact and their familiarity with the members.

11.9.4. Requests of minutes

Minutes of board meetings are available for inspection by members upon request, unless the Board determines otherwise. If the Board determines otherwise, it must be able to justify that.

11.10 Board clothing

Every Board is free to choose to purchase board clothing. A maximum of €75 per person with a total maximum of €300,- may be spent on board clothing using association funds.

11.11 Change in the Board

11.11.1. Nomination Prospective Board

It is customary for board members to make room for new board members after one year. For the sake of the continuity of the Association, the Board is responsible for nominating a suitable Prospective Board. The Board will ensure that Babel is left in good hands. As stated in Article 11, paragraph 4 of the Charter, the GMM will decide on the Board if there has been no nomination or if the GMM has voted against the nomination.

11.11.2. Vacancy procedure

Positions on the new Board are filled by members. The vacancy with job description will be announced in an email to the members at least eight weeks before the GMM at which the Prospective Board will be appointed. The application procedure will be determined by the Board and indicated in the announcement of the vacancy. After that, there will be a job interview for which the entire Board will be present. The Board will subsequently suggest a Prospective Prospective Board with an allocation of positions to the relevant applicants; when they agree to both participation in the Prospective Prospective Board and the allocation of positions, the Board will appoint those applicants to the Prospective Prospective Board. If one of these applicants does not agree to this, the Board will look at a possible alternative composition. This Prospective Prospective Board will be presented at a GMM.

11.11.3. Selection Prospective Prospective Board

At least two weeks before the GMM, the retiring Board will have appointed a Prospective Prospective Board. All applicants will then be informed of the outcome of the application process.

11.11.4. Announcement Prospective Prospective Board

At least one week before the GMM, the retiring Board will have announced the Prospective Board to the Association. Before the announcement, all the applicants will be informed of the outcome.

11.11.5. Appointment Prospective Board

The Prospective Board will be appointed once a year. This will take place at a GMM. As stated in Article 11, paragraph 2 of the Charter, the Prospective Board is appointed through one or more nominations of the Board or members. The Prospective Board will be voted on at a GMM. The voting procedure will be in accordance with Article 19 of the Charter. If, due to circumstances, members of the Prospective Board choose to leave the Prospective Board, the retiring Board will be responsible for finding a solution that will result in a new Prospective Board being nominated.

11.11.6. Documents for the Prospective Board

Within one week of the Prospective Board being appointed, the Board will provide the prospective board members with the Charter, the Standing Rules, the three-year policy plan, a white paper per position and a general board white paper. The Prospective Board also has the right to receive induction training from the retiring Board on at least three individual occasions. The retiring Board will plan the induction period in further detail. It is recommended to have the Prospective Board attend board meetings, to hold meetings with them about the policy plan and to organise a transition weekend.

11.11.7. Board Exchange

The approved Prospective Board will become the official Board at the Exchange GMM. This takes place once a year.

11.11.8. Policy plan and budget of the new Board

At the Exchange GMM, the policy plan and the budget of the new Board will be presented. There will be a vote on the policy plan.

11.11.9. Constitution cards

The change in the Board must be formally communicated to the following authorities, by means of constitution cards:

- Department Head;
- lecturers;
- Faculty Board;
- LLC Education Secretariat;
- VIDUIS;
- SVO;
- Study Adviser;
- other study associations in Utrecht;

- other Linguistics study associations in the Netherlands.

11.12 *Annual report*

At the end of the academic year, the board draws up an annual report, which is presented to the members during a GMM.

12. *Confidant*

12.1 *Job Description Confidant*

The confidant functions as a support for the members of the association. For example, when members do not know who to go to or are looking for an easy alternative, they can go to the confidant. The confidant is a listening ear and is there to give advice to the members and can refer them if necessary. If a member indicates a need for a meeting with the confidant, it will be scheduled.

12.1.1. *Secrecy*

The confidant is sworn to secrecy. All documentation, archiving and working notes of the confidant need to be made in agreement with the confidential character of this. This secrecy can only be broken when the member and other involved parties have given written consent, or if there is an urgent reason to break the secrecy. The confidant can only break his secrecy without permission if all of the following conditions are met:

- a) A demonstrable attempt has been made to obtain written consent from the member.
- b) The confidant is in trouble of conscience (a situation which arises when the confidant does not know how to handle) by upholding the secrecy.
- c) There is no reasonable other way to solve the problem than to break the secrecy.
- d) It is considered likely that breaking the secrecy will not lead to serious detriment for the member, other involved parties or the association.
- e) The confidant is certain that breaking the secrecy will contain the detriment to the member, other involved parties or the association.

If a situation as described above should occur, the confidant should inform the member and the other involved parties of the reasons for breaking the secrecy, before he or she actually does so.

- f) The confidant notifies involved parties of his or her intent to break secrecy, before doing so.
- g) If the breaking of secrecy causes it to be necessary the confidant refers the member and/or other involved parties through to another (university) confidant and/or other official authority. Official authority includes among other things the study advisor, (student)psychologist, the police or helplines.

12.2 *Appointment*

Every year 2 confidants are voted in at the GMM. These confidants will be chosen by the (prospective)board after an application procedure. At least one of these confidants has to not have been on the (prospective)board in the past year. The confidant has to be a member of Babel. If the GMM votes against the confidant the (prospective)board comes with an alternative. The confidant is appointed for one year. Every year a new confidant is chosen, a confidant can be chosen again.

12.2 *Dysfunctioning of the Confidant*

If the confidant does not function as they should, this is mentioned to the board. The board will take appropriate measures. The board will decide what these entail.

13. *External contacts*

13.1 *General*

The Board will maintain the external contacts, as these are useful to the Board and its members.

13.2 *VIDIUS*

Babel is a member of VIDIUS. VIDIUS (*Voor Iedereen Die In Utrecht Studeert*) is a student union for everyone in Utrecht. It is useful to stay in contact with VIDIUS. The board member with this ancillary position will attend VIDIUS meetings when they consider doing so necessary and will be involved in the subsidy application.

13.3 *Consultation Body for Study Societies at the Faculty of Humanities*

It is useful to attend the meetings of the Consultation Body for Study Societies at the Faculty of Humanities (*Studieverenigeningoverleg Geesteswetenschappen, SVO*). These meetings enable Babel to maintain contact with the Faculty's other study societies and exchange information on board-related and study society-related matters.

13.4 *Other study societies in Utrecht*

Contact with other study societies is important in view of joint activities and exchange of information. This applies to study societies within and outside of the Faculty of Humanities.

13.5 *Information days*

It is important to the name recognition of the Association that Babel cooperate in informing people about the Linguistics Bachelor's programme. It can do so by being present at the information market and by speaking during general information provision. It is also important that members attend the open days and matching days. This serves to promote contact with the degree programme and allows potential first-year students to get to know Babel.

13.6 *Sister associations*

Good contact with the sister associations is important, in order to maintain good relations with them and, where appropriate, organise joint activities. Every year, a LANGU day is organised, to help maintain mutual contacts and to gain an insight into how Linguistics is taught in other cities. It is important that Babel be properly represented on this day, and the Board is responsible for that.

13.7 Degree programme – Programme Coordinator

Babel is a small association, which enables it to have personal contact with lecturers of the degree programme. Babel bridges the gap between students and the degree programme. Both parties can help each other, so it is important to properly maintain these contacts.

13.8 Programme Committee

The Programme Committee (PC) is important in improving the degree programme itself. In order to have such improvements implemented as effectively as possible, it is essential for Babel and the PC to cooperate closely. Babel can stimulate contact between its members and the PC. The board member with this ancillary position will arrange for the collaboration with the PC and will maintain contact with the Linguistics students within the PC in order to stay informed of any progress.

14. Archive

14.1 Archive responsibility

The secretary of the Board is responsible for maintaining the archive.

14.2 Paper archive

Babel has a paper archive that can be found in the association room. The archive consists of various folders, which in any case includes a committee folder, folder(s) containing board documents that are arranged by Board and a folder containing association documents, such as the Charter and the Standing Rules. The Board must ensure that this archive is always up to date.

14.3 Digital archive

In addition to a paper archive, Babel also has a digital archive. All files can be found in the inventory list of the digital archive, which can be found in the digital archive itself. As soon as documents are added to or removed from the digital archive, the inventory list must be updated with these changes. All amended documents from the digital archive must be re-uploaded in the digital archive, so that it is always up to date.

14.4 Mail

Important mail must be saved in the designated folder, which is kept in the association room. The Board determines what constitutes important mail.

14.5 *Clean-up of digital mail*

Every year, Babel's mailbox for the relevant board year must be cleaned up. This involves removing unimportant emails and organising the mailbox by placing emails in different folders. Important emails are printed out and saved in the paper archive.

14.6 *Committee details*

The committee details are kept in the paper archive, in the committee folder. Committee details must in any case be understood to include: a list of the committee members per year and the committee white papers. The Board will ensure that the adjustments and the list of committee members are kept up to date in the paper archive every year.

14.7 *Changes to the Standing Rules and the Charter*

If the Standing Rules or the Charter are amended, the changes must be implemented in the relevant folder in the paper archive. The board member who has implemented the amendment to the Standing Rules must sign the Standing Rules with their name and the date in the introduction. If a Board amends the Charter, this must be laid down by a civil-law notary.

15. *Committees*

15.1 *Babel committees*

15.1.1 *All committees*

Babel has the following committees:

- the Activities Committee: Charged with organising non-study-related activities;
- the Bab(b)elaar Committee: Charged with making and issuing Babel's association magazine;
- the Media Committee: Charged with recording activities and supporting Babel's corporate identity;
- the Career Committee: Charged with organising career-related activities;
- the Internationalization Committee: Charged with promoting internationalization of the association and advising the board about this and through organizing activities;
- the Introduction Committee: Charged with organising the introduction week and the introduction camp;
- the LANGU Day Committee (once every five years): Charged with organising the LANGU day;
- the Party Committee: Charged with organising parties;
- the Study Committee: Charged with organising study-related activities;
- the Anniversary Committee (once every five years): Charged with organising anniversary-related activities;
- the Travel Committee: Charged with organising one or more trips.

15.1.2 New committees

The Board can set up new committees. Members can suggest ideas for new committees to the Board. If it is a reasonable suggestion that is not contrary to the law or the Charter, the Board must consider it. Within three weeks, the member must be informed of the Board's decision. The newly established committee will be added to the Standing Rules after the next GMM.

15.2 General functioning

15.2.1 Committee members

Committee members must be members of Babel. For every committee, there will be at least one board representative who serves as the contact person for that committee within the Board. For some committees, having at least two board representatives is desirable. Every Board will determine per committee whether this is necessary.

15.2.2 Committee positions

The positions within the committee are allocated at the first committee meeting. Which positions are allocated will be determined by the Board in consultation with the committee. Unless the Board decides otherwise, every committee will in any case have a chair, a secretary, a treasurer and a PR-commissioner. In addition, appointment of a vice-chair may be considered. The position of PR-commissioner can be filled by someone who already has a different function. The details of the positions can be found in the committee white paper of the relevant committee.

15.2.3 Whitebooks

Every committee has a white paper detailing the functioning and duties of the committee. Where necessary, the chair of the committee will update the white paper at the end of the committee year and will send the updated version to the Board. The Board will ensure that the committee receives the white paper before the first meeting.

15.2.4 Induction training

Committees must receive induction training from the Board. At the first meeting, a board representative will discuss the white paper with the committee. In addition, the Board will prescribe how committee members are to be given induction training.

15.2.5 Meetings

Committees meet as often as they see fit. The board representative can be present at these meeting. Minutes must be kept of the meeting and these minutes must in any case be made available to the committee members and the board representative before the next meeting.

15.2.6 Registration procedure

The Board will determine the registration procedure for committees before the start of the registration period and communicate it to the members at the start of the registration period. Where appropriate, the Board will determine a maximum number of members per committee. If a maximum number of committee members has been determined, the Board must communicate this maximum to the members during the registrations. If no maximum has been set, the Board must find a reasonable solution if a committee proves to be too big.

15.3 Contracts and agreements with third parties

15.3.1 Approval of the Board

A committee member who, within the framework of an activity, wishes to enter into a contract or agreement with an external party may only do so with the approval and the signature of the Board. In this way, the contract or the agreement is entered into on behalf of the Association and committee members are not jointly and severally liable.

15.3.2 Responsibility

If a committee member enters into a contract or agreement for Babel without having this approved and signed by the Board, Babel is not liable for the resulting consequences and the committee member in question will be liable.

15.3.3 Violation

If a committee member repeatedly enters into a contract or agreement for Babel without having this approved and signed by the Board, the Board can remove the relevant member from the committee.

15.4 Activities with registration and registration fees

15.4.1 Contribution

The Association may ask members for a contribution for participation in an activity. The contribution may be higher than the costs incurred, but may not result in intentional profit. If an activity generates a profit, this must be discussed with the Board. The Board will decide what is to be done with the excess amount.

15.4.2 Profits

If any profit made exceeds 10 (ten) euros per person, this amount will be reimbursed to the members who have paid, or be spent for the benefit of the members who have paid.

15.4.3 Requirement to pay

A member has to pay for an activity with which he participates or is on the registration list for, within the payment term. If the payment term has lapsed, the members' contribution towards an activity cannot be reimbursed, unless the Board determines otherwise. The organisation of the activity must provide clear information on registration for an activity and associated payment.

15.4.4 Reimbursements

If an activity towards which members have already paid a contribution is cancelled, unexpectedly or otherwise, the members' contributions will be reimbursed, unless the Board determines otherwise. In such case, the Board must substantiate its decision.

15.5 Committee finances

15.5.1 Expenditures

Expenditure from the committee budget for Babel's benefit requires the permission of the treasurer of the Board, unless the treasurer of the Board comes to a different agreement with the committee treasurer. The treasurer of the Board will set a term within which the committee treasurer must draw up a budget and settlement for the entire committee year. The treasurer of the Board will make any further arrangements, such as with regard to additional budgets, with the committee treasurer.

15.5.2 Committee budget

The treasurer of the Board will adopt the budget of every committee at the start of the committee year. These amounts are then included in Babel's budget. Committees must comply with this budget. The treasurer of the Board may, in consultation with the other board members, decide to allocate additional funds to a committee.

15.5.3 Receipts

For all expenditure for the benefit of Babel, the original receipts must be submitted to the treasurer of the Board within four weeks of the expenditure. Once the expenditure has been approved by the treasurer of the Board, they will reimburse the amount within four weeks. Committee treasurers are accountable to the Board. They render account through contact with the treasurer of the Board.

15.6 Best efforts obligation of committee members

Committee members have a best efforts obligation. Committee members strive to have the committee function to the best of its ability. If this best efforts obligation is not complied with, the Board may consult with the relevant committee member. The Board will decide on further consequences.

15.7 Accountability of the committees to the Board

Committees must report to the Board about finances, the organisation of activities and the course of affairs. The Board will determine the precise form in which they are to do so and will inform the committee of this at the start of the committee year.

15.8 Committee clothing

Committees are free to decide whether they wish to purchase committee clothing. This clothing will be paid for by the committee members themselves, unless there is room in Babel's general budget and the Board determines otherwise.

15.9 Committee days

Every association year, two committee days are organised. The first committee day is held at the start of the association year. This day is organised so that committee members can get to know each other better. At the end of the association year, the committee day of thanks is organised. This is an activity through which the committee members are thanked for their hard work in the committees. Babel will make a financial contribution towards the committee day of thanks.

16. Societies

Babel has several societies. Unlike a committee, which organises activities for members outside of the committee, societies only organise activities for members of the society. Societies do strive to organise one event per year that is open to all members of Babel. A society is set up by completing the Society Registration Form (*Inschrijfformulier Dispuut*), which can be found on the website, and handing in the completed form by the Board. If there is a reason to do so, a society may cap the number of members of the society. In the end, the Board will decide whether the reason is valid.

17. Advisory Council

Every year, the Advisory Council is appointed at the Exchange GMM. It will consist of at least two former board members who were members of the Board a maximum of three years ago. If there are no two former board members who are willing to sit on the Advisory Council, the most recent former Board will be responsible for filling the Advisory Council. Upon appointment of the Advisory Council, its members will take on the responsibility of advising the Board, should the Board require it. The Advisory Council also has a monitoring function and – where required – may provide unsolicited advice to the Board. The members of the Advisory Council are obliged to attend every GMM. If a member is unable to come to a meeting, they must inform the Board of this in advance.

18. Audit Committee

The Audit Committee consists of at least two members. At least one of the members of this committee must have been a treasurer of Babel's board in the last three years. The Audit Committee will perform an audit of the accounts once every quarter. In addition, the Audit Committee is available throughout the year for questions of the treasurer of the current Board. If the annual settlement is presented at a GMM, the Audit Committee must share its findings on that settlement with the GMM.

19. Order

19.1 Association activities and association room restrictions

During association activities and in the association room, all persons are prohibited from:

- disturbing the peace;
- disturbing the public order;
- acting in an obscene, offensive or discriminatory manner towards others;
- wilfully damaging or harming persons, animals, objects, spaces/rooms and the public space;
- dealing in drugs.

19.2 Access to association activities and the association room

The Association has the right to refuse the following persons access to, or remove them from, an activity or the association room:

- persons who do not keep to the restrictions as described in Article 18.1 of the Standing Rules;
- persons under the age of eighteen who are caught using alcohol or other mind-expanding substances;
- persons who are an annoyance to others due to drunkenness;
- persons who have hard drugs with them.

19.3 Supply of alcohol

The Association complies with the law of the country that the Association is in at that time. This means that no alcohol is supplied to members who are under the age limit for the relevant country.

The Association also does not supply alcohol to members who are intoxicated.

19.4 Communication conditions

Communication on behalf of Babel (by committees or by the Board) may not be abusive, discriminatory, threatening, offensive or hurtful.

20. Liability

The Association is not liable for personal injury, damage to members' possessions or harm caused by members to third parties during association activities or in the association room. This does not apply if it can be demonstrated that the Association has been negligent.

21. Asset management

When entering into legal acts and making investments involving more than 500 (five hundred) euros, the Board requires the permission of the GMM. This is without prejudice to Article 14, paragraph 5b of the Charter.

22. Documents of the association in English

22.1 English amendments in the SR

The amendments in the SR that have been approved by the GMM, will be translated from Dutch to English by the Board or third parties. To amend these amendments to the English SR does not require a vote on the GMM. The English SR will be communicated to the members through email.

23. Sustainability

23.1 Vegetarian food

For every event organised by Babel at which Babel provides food, account must be taken of vegetarian preferences. Meals for events that are prepared by the Board are always vegetarian.

23.2 Tableware

At events organised by Babel, no plastic single-use tableware is used. Instead, more sustainable alternatives will be used, such as washable plastic tableware.

24. Miscellaneous

24.1 Official slogan

The official slogan of the Association is as follows: '*SV Babel, altijd zin*' [*'ɛsfe 'babəθ 'ɑːtɛit 'sɪn*], which translates to 'Study Association Babel, always in the mood', and every Board has its own motto as well.