



Policy Manual

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Leiden Study Association Custodia

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1. General

Article 1

1. This Policy Manual is based on the statutes of L.S.A. Custodia, drafted on the 7th of March 2019.
2. The Policy Manual is meant as an addition and clarification of the statutes and may not be conflicting.
3. This Policy Manual discusses the daily affairs within L.S.A. Custodia

Article 2

1. The Policy Manual of L.S.A. Custodia can only be amended during the General Assembly.
2. The invitation to the General Assembly, during which the Policy Manual can / will be amended, has to be sent out at least twenty-one days prior to the General Assembly.
3. The amendments to the Policy Manual have to be communicated to the members at least seven days prior to the General Assembly.
4. The statutes can be changed on a yearly basis during a General Assembly.

Article 3

1. The financial year of L.S.A. Custodia runs from the 1st of September until the 31st of August.

2. Members

Article 1

1. Becoming a member of L.S.A. Custodia is possible at any moment during the financial year.
2. Registration takes place through our website: <https://www.custodiathehague.com>
3. The board has the final decision about who can become a member.

Article 5

1. The annual subscription costs are set at ten euros.
2. A change in the annual contribution can be determined by the board of the concerning financial year and has to be voted for by the General Assembly.

3. The annual subscription costs can be fulfilled through cash payment, free bank transfer or

Article 6

1. A member can be suspended by the board for a maximum of six months, should he or she violate the statutes, policies, or rules of conduct, stated by either L.S.A. Custodia or Leiden University.
2. Article 6.1 does not apply to the situation described in Article 22.2 of this policy manual.
3. The board can also decide on other appropriate sanctions, should this be necessary in case of a violation of Article 6.1 mentioned above.
4. The board can decide to exclude a member from the association. The concerning member has to be informed about this exclusion as soon as possible. He or she can appeal during the General Assembly. He or she still owes the annual subscription costs in case of exclusion.
5. In case of a situation described in Article 6.3, the board has to convoke a General Assembly within the next four weeks.

Article 7

1. The membership of L.S.A. Custodia terminates when a member deregisters. This can be done up until four weeks before the end of the financial year.
2. Deregistration takes place by sending an email to the secretary of the board of L.S.A. Custodia: secretary@custodiathehague.com.
3. The membership will be terminated by the board in case of exclusion or passing away of the member.

3. Board

Article 8

1. The board of L.S.A. Custodia consists of at least three members.
2. The board has a Chairman, Secretary and Treasurer.
3. The current board has three additional positions, being Head of Internal Affairs, Head of External Affairs and Head of Master Affairs.

Article 9

1. A new candidate board is chosen by the current board by means of application letters and Interviews.
2. The candidate board will be presented during the last General Assembly. The General Assembly has to give its consent for the candidate board.
3. During the first General Assembly of the new financial year, the current board switches positions with the candidate board.

4. General Assembly

Article 10

1. General Assemblies are convoked by the board at least two times a year.
2. During the first General Assembly of the year, the following will be discussed:
 - a. the end report of the board of the past financial year.
 - b. a vote to approve or disapprove of this end report.
 - c. the switch of boards.
 - d. the presentation of the goals of the new board.
3. The General Assembly will be announced to the members at least twenty-one days in advance.
4. The documents for the General Assembly, being the agenda, minutes of the previous General Assembly and any other documents, will be sent to the members at least seven days in advance.
5. During the last General Assembly of the year, the following will be discussed:
 - a. the end report discussed by the chairman.
 - b. the financial report discussed by the treasurer.
 - c. the vote for the candidate board.

Article 11

1. Every member has one vote during the General Assembly.
2. Before the start of the General Assembly, members who will not be present are allowed to authorize one other member to vote on their behalf.
3. A member can only be authorized by one person per General Assembly.
4. The chairman decides on the voting procedures.

Article 12

1. The chairman leads the General Assembly.
2. Should the chairman be absent during a General Assembly, either the secretary or treasurer is tasked with leading the General Assembly.
3. The secretary keeps track of the minutes during the General Assembly.

5. Committees

Article 13

1. Each committee consists of between three to seven members.
2. Each committee should have a chairman, secretary, and treasurer.
3. Each committee can have additional positions.
4. Applying for a committee is possible two times a year, at the start of the first and the second semester.
5. Committee members are chosen by means of application letters and interviews.
6. Every committee is supervised by an allocated board member.

Article 14

1. Article 13 does not apply to the financial committee.
2. The financial committee consists of two members.
3. In order to maintain the integrity and independence of this committee, the financial committee is appointed and supervised by the Head of Internal Affairs.

Article 15

1. Every committee is expected to adhere to the committee manual to the fullest extent possible.
2. Every event organized by a committee has to be approved by the allocated board member.
3. Every committee is obligated to inform and update the allocated board member about the current state of affairs within the committee.
4. Every committee is encouraged to make a budget estimate for every event that requires financial support.

Article 16

1. In order to set up a new committee, it is necessary to have between three to seven members willing to form the committee.
2. The basic roles of chairman, secretary and treasurer always have to be included within the committee.
3. In order to set up a new committee, a set-up plan has to be communicated to the board, including the following: the type of committee, tasks of the committee, the amount of committee members, whether there is any interest in the committee.
4. A new committee can only become operational after the set-up plan has been approved by the board.

6. Events

Article 17

1. Every event organized by L.S.A. Custodia is open to all members. On occasion, and with the approval of the board or responsible committee, non-members will also be allowed to join events.
2. Costs for an event are decided by a committee. A difference can be made between members and non-members.

3. Registration for events takes place through our website:
<https://www.custodiathehague.com>
4. Registration for events for which costs are included is completed once L.S.A. Custodia has received the payment.
5. For events with a limited number of spots, the committee can make use of a waiting list.

Article 18

1. Every member is expected to behave accordingly at every event organised by L.S.A. Custodia. We expect everyone to be respectful to all members and external partners.
2. Members are expected to always be on time when visiting external partners.
3. Members are expected to dress accordingly when visiting external partners.

Article 19

1. The committee and allocated board member set a deadline for cancellation of a registration. The deadline is communicated through a disclaimer at the event page, website, or newsletter.
2. For rules and regulations with regards to cancellation, please refer to the following protocol on our website: Registration, Payment and Cancellation.
3. The board is allowed to make a decision customary to specific situations. Should it ever be the case that a decision is taken which is not included in a protocol, members will be notified of such a decision.

7. Alcohol & Drugs Policy

Article 20

1. L.S.A. Custodia acts in accordance with the Dutch law with regards to alcohol.
2. All minors shall refrain from the use of alcohol. It is illegal to sell, serve or supply any alcoholic drinks to a minor.

3. All minors shall sign a form in which they state that they will respect and at all times obey the association's alcohol policy.
4. All members shall refrain from excessive drinking during any of our events.

Article 21

1. L.S.A. Custodia has a zero-tolerance policy on drugs. All drugs, even if they are allowed in the Netherlands, are strictly prohibited at our events.
2. The board and relevant committees will be on the lookout for drugs and will take further action when deemed necessary.
3. Members under the influence of drugs will be rejected from attending our events.

Article 22

1. All members who are caught breaking the rules regarding alcoholic beverages, will be immediately excluded from our event.
2. All minors who are caught breaking the rules regarding alcoholic beverages, will be immediately excluded from our event. In addition, after considering the situation, the board may decide to refuse the violating member from attending any of our social events, until the violating member turns the legal drinking age.
3. All members who are caught with the use of drugs, will be immediately excluded from our event after which the member will not be part of the association anymore. In addition, if deemed necessary, the board may take further steps, including informing Leiden University or the police.

