



# Protocols

Leiden Study Association Custodia

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# 1. Setting up a New Committee Protocol

*This document consists of a set of protocols for setting up a committee within either Internal, External and Master Affairs, which are a part of Leiden Study Association Custodia. It is expected that the members of the committees will follow these protocols to the fullest extent. This expectation is set by the Heads of Internal, External and Master Affairs with regards to maintaining a certain degree of control over the committees.*

1. In order to set up a committee, it is necessary to have at least three members (with a maximum of seven), willing to form the committee. The basic roles of chair, secretary and treasurer have to be included within the committee.
  
2. The following factors need to be assessed before a committee can be set up:
  - It is necessary to assess what type of committee will be set up and if it will be covered by either Internal, External or Master Affairs;
    - Internal Affairs meaning: Aimed to regulate informal committees, which aim to enhance the social connection between students.
    - External Affairs meaning: Aimed to regulate formal committees, which aim to enhance the academic and professional skills and increase the academic knowledge of students.
    - Master Affairs meaning: Aimed to regulate the masters committee, which aims to enhance the social connection, academic and professional skills and knowledge between / of students.
  - It is necessary to assess whether there is any interest in the committee. This means, if students are interested in future events that this committee will be organizing. This can be assessed by face-to-face communication by the people setting up the committee, or through a poll on social media;
  - It is necessary to assess whether the committee will add any value to the study association, either on an educational or social level.
  
3. A set-up plan is required, this will have to include the following:
  - What type of events will be organized by the committee;
  - How often the committee will be able to organize these types of events;
  - When the committee will be fully operational;
  - The factors mentioned above (2.), also need to be included in the set-up plan.

4. The set-up plan needs to be discussed with the Heads of Internal, External Affairs and / or Master Affairs:
  - Thea Head of Internal, External and Master Affairs will discuss the set-up plan with the board;
  - The committee needs to be approved by the Heads of Internal, External and / or Master Affairs, before it can become operational.

## 2. Registration, Payment & Cancellation

*This document consists of a set of protocols with regards to payments and cancellations by members of Leiden Study Association Custodia. It is expected that the members of the association have taken notice of these protocols and will follow them to the fullest extent. This expectation is set by the board of Leiden Study Association Custodia.*

1. The organizing committee has to keep the following order in mind when approving the registrations for an event with a limited number of available spots:
  - a. Members of L.S.A. Custodia always have priority.
  - b. If the number of spots has not been filled by L.S.A. Custodia members, other students from Leiden University are allowed to join the specific event.
  - c. If the number of spots has not been filled by either L.S.A. Custodia members or students from Leiden University, students from The Hague University of Applied Sciences (THUAS) are allowed to join the specific event.
  - d. People outside of the association, Leiden University or THUAS are not allowed to join such events.
  
2. A registration for an event is not completed unless the payment is fulfilled.
  - a. Registrations for events that do not require a payment from our members are completed after having filled in the registration form.
  - b. If we have not received a payment from our member, this means the member is not registered for the event and can thus be refused entrance to certain events.
  
3. The committee responsible for the event and the responsible board member set a deadline for cancellation. This deadline will be communicated through a disclaimer at the event page, on the website or (if applicable) through our newsletter. After this deadline, there are three scenarios for refunds for events which involve external partners or companies:
  - a. If the company / partner we are visiting does not allow replacement, it is not possible to get a refund after the deadline of cancellation.
  - b. If the company / partner we are visiting allows replacement, the first person on the waiting list will be contacted. After the replacement completes his / her payment, the cancelling member will receive a refund of the costs made.
  - c. If the company / partner we are visiting allows replacement and we do not have a waiting list, the cancelling member is responsible for finding replacement himself / herself. After the replacement completes his / her payment, the cancelling member will receive a refund of the costs made.

- i. If there is no waiting list, and the cancelling member cannot find replacement, a refund of the costs made is in no way possible.
    - ii. If a member cancels on a short-term and cannot find a replacement, the member will not receive a refund for the costs made.
4. The committee responsible for the event and the responsible board member set a deadline for cancellation. This deadline will be communicated through a disclaimer at the event page, on the website or (if applicable) through our newsletter. After this deadline, there are two scenarios for refunds for social or internal events (i.e. not involving external partners or companies):
  - a. If a member wants to cancel his / her attendance, a refund of the costs made is not possible after the cancellation deadline, unless we have a waiting list, or the member finds a replacement.
    - i. In case of a waiting list, the cancelling member will receive a refund once a person from the waiting list has fulfilled his / her payment.
    - ii. In case there is no waiting list, the cancelling member will have to find replacement himself / herself. After the replacement completes his / her payment, the cancelling member will receive a refund of the costs made.
5. The board is allowed to make a decision customary to specific situations. Should it ever be the case a decision is taken which is not included in the protocol, members will be notified of such a decision.

### 3. Interview & Application Requirements

*This document consists of a set of requirements for members of Leiden Study Association Custodia who are applying for a position in a committee. The application will consist of an online letter of application followed by an interview with either the Heads of Internal, External or / and Master Affairs.*

1. The first step of the application process is to send an application letter to either the Head of Internal, External or Master Affairs, depending on what type of committee you are applying for. The application letter has to include the following factors:
  - Full name;
  - Study program, either the Bachelor Security Studies (BaSS) or the Master Crisis and Security Management (CSM)
  - What role you are applying for; either Chair, Secretary, Treasurer or Assessor;
  - A motivation for joining the committee.
2. The applicant will receive a notification if the application letter is approved. After the approval, the applicant will be invited to an interview with the Heads of Internal, External and / or Master Affairs, or the treasurer (depending on the committee of choice).
3. The interview process will consist of the following factors:
  - Introduction of the applicant;
  - Explanation of the motivation letter;
  - The applicant will be asked several questions about their motivation and dedication for the designated committee.

## 4. General Committee Protocol

*This document consists of a set of protocols for the existing committees, being either in Internal, External and Master Affairs, which are a part of Leiden Study Association Custodia. It is expected that the members of the committees will follow these protocols to the fullest extent. This expectation is set by the Heads of Internal, External Affairs and Master Affairs with regards to maintaining a certain degree of control over the committees.*

1. Every committee will consist of three to seven people (with exception of the Financial Committee) and has to include three standard roles: the chairman, the secretary and the treasurer. The roles of the remaining people can be determined by the committee itself. More demanding committees will consist of more people and the less demanding committees will consist of less people.
2. Every committee is obligated to organize events regularly. These events have to be approved by the board before organizing an event. The board will also make sure that all the events will be proportionate to one another.
3. The committees are formed by means of motivation letters and interviews. After the candidates have sent their motivation letters to either the Head of Internal, External or Master Affairs or the Treasurer, they can be invited to an interview. After these interviews, the roles (Chairman, Secretary, Treasurer and Assessor) are divided between the candidates.
4. The committees are obligated to inform the responsible board member (being Head of Internal, External or Master Affairs) of new events and keep them up to date on the developments of an event. This can be done by either inviting the board member to meetings or by communication and should be done on a weekly basis. The board member will discuss every event with the board after which the board decides if an event can be organized. An event can only be organized after the approval of either the Head of Internal, External or Master Affairs.
5. Every committee is required to make a budget estimate for every event that requires financial support. Each committee will receive an estimate of their budget for the upcoming academic year at the beginning of the academic year. Together, the committee members can draft up a budget estimate for the events their committee will organize. The committee should keep in mind that the budget that has been set at the beginning of the year is the



budget they will have to do with the entire year. The committee is therefore encouraged to carefully draft up a budget estimate, so that they will not be short on budget by the end of the year.

6. It is possible for the committees to combine their events. This can for example be done by organizing a drink after a guest-lecture or a workshop.
7. The committees will receive a year calendar after the first General Assembly which they can use as a guideline when organizing events. When a committee picks a specific date, this should be communicated to the responsible board member, after which the deadline for promotion will also be set together with the secretary.
8. Committee members are expected to be present at every event organized by their committee. Should a member not be able to attend, he / she is expected to notify the chair of their committee in advance. The chair of the committee will then update the responsible board member. Committee members are also encouraged to attend all events organized by other committees, just as the board is obliged to attend all events organized by the committees.
9. Specific task descriptions of all the committees we have to offer can be found on our website.

## 5. Event Protocol

*This document consists of a set of protocols for the events, which are organized by committees of Internal, External and Master Affairs, which are a part of Leiden Study Association Custodia. It is expected that the members of the association will follow these protocols to the fullest extent. This expectation is set by the board of Leiden Study Association Custodia.*

1. Every member is expected to behave accordingly at every event that is organized by Leiden Study Association Custodia. This means: no excessive drinking at any of our social events and no inappropriate behavior when visiting external partners of the association.
2. Every member is expected to adhere to the following rules for our events:
  - a. You are expected to be on time at every event, especially when visiting external partners.
  - b. Dress accordingly. As an association, we expect our members to be representative. Therefore, always consider the event you are attending. For example, do not attend an embassy visit wearing casual clothing.
  - c. Behave accordingly. As an association, we expect our members to be representative. Therefore, always consider your behavior during the events; be respectful to all members and external partners.
  - d. Cancellation and refund policies can be found in the “Registration, Payment and Cancellation” protocol.

## 6. Community Foundations

The Leiden Study Association Custodia community – consisting of its members and the board – embraces the following foundations:

### 1. WE ARE BROAD-MINDED

We are accepting of individual, cultural and disciplinary differences. We are open to different opinions and different perspectives. We agree to view challenges and new situations with an open mind.

### 2. WE ARE INCLUSIVE

Everyone, whether a student or a staff member, should feel welcome and supported, as a member of this academic community and as a person, with all his or her unique characteristics and experiences. Only then can everyone fulfil his or her full potential. In order to facilitate the participation of all our members we agree that English is the official language of the programme and that both formal and informal communication will be in English.

### 3. WE ARE RESPONSIBLE

We are accountable for our own behaviour and concerned with the well-being of the Custodia community. Students are young academics responsible for their own personal development within a supportive environment. This also includes obeying to the law, meaning it is not allowed for minors to drink alcohol or smoke cigarettes. Usage of drugs is prohibited for all members during our events, which also includes marihuana.

### 4. WE SEE LEARNING AS A PROCESS

We agree that learning is a process. The board and committee members of the association are devoted to expanding the knowledge and networks of our members. We accept that this journey of discovery will include challenges from which we will learn.

## 5. WE FOLLOW THE RULES OF ACADEMIC INTEGRITY

We agree to follow the university's academic integrity regulations. This implies that we are honest in the presentation of our work and give appropriate credit to those who have organised the events and put their time and effort in doing so. We always consider our responsibility to society and respect the individuals involved in our community.

## 6. WE RESPECT

We agree that, within our community, everybody is respectful to another, including, but not limited to, sex, age and gender. We agree that you should treat one another the way you want to be treated yourself.

## 7. Drugs & Alcohol Policy

### Goals:

This policy shows:

- Our position on the use of alcohol and drugs during our events;
- How we will deal with alcohol and drugs use during our events;
- Our commitment to ensure all events will be steered in the right direction, with regards to drugs and alcohol.

### Definitions:

Minor: In accordance with Dutch law, you are considered to be a minor until reaching the age of 18.

Drugs: Any substance included on either list 1 or list 2 of the Opiumwet(1).

### Rules regarding alcoholic beverages:

1. In accordance with the Dutch law, all minors shall refrain from the use of alcohol
  - a. Minors are not allowed to hold any alcoholic beverages
  - b. Minors shall refrain from trying to buy alcoholic beverages
  - c. Minors are not allowed to accept any alcoholic beverages offered to them
2. It is illegal to sell, serve or supply any alcoholic drink to a minor. Therefore, no one is allowed to do so at one of our events.
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.

### Rules regarding drugs:

1. We have a zero-tolerance policy on drugs. The board and relevant committees will be on the lookout for drugs and will take further action when deemed necessary.
2. Members under the influence of drugs will be rejected from attending our events.

**Disciplinary action:**

If anyone is found to breach this policy, the board will act:

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. In addition, if deemed necessary, the board may take further steps, including informing Leiden University or the police.

**Responsible social events:**

We expect all of our members to conduct responsibly. In order to keep everybody safe, excessive use of alcohol will not be tolerated.

(1) <https://wetten.overheid.nl/BWBR0001941/2020-01-01>

## 8. Agreement Drugs & Alcohol Policy

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### **Agreement regarding: Alcohol and Drugs policy L.S.A. Custodia**

This agreement is drawn in the context of L.S.A. Custodia's Alcohol and Drugs policy. Study Association Custodia wants to emphasize that we are broader oriented than only on the drinking culture and wants to contribute to the personal development of our members. The undersigned declares that he/she has taken notice of the Alcohol and Drugs policy of L.S.A. Custodia and agrees to the following rules:

1. Members under the age of 18 shall refrain from drinking, buying or accepting any alcoholic beverages.
2. Members under the age of 18 shall sign the agreement regarding usage of alcohol and drugs;
3. L.S.A. Custodia and its board members are allowed to point to violation of the agreement, and are entitled to take measures. If the member drinks, buys or holds any alcoholic beverages, he/she will be excluded from our event immediately. After considering the situation, the board of L.S.A. Custodia may decide to refuse the member from any of our social events, until the member turns the legal drinking age.

Member declares that he/she has taken notice of the consequences he/she will have to face in case of breaking the rules.

Date of Birth:

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Name:

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Date of signing:

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Signature:

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Signature on behalf of L.S.A. Custodia board:

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