



# BASIS Policy Manual

## Index

1. General
2. Status of the Policy Manual
3. Structure of the Association
4. Membership
5. General Assembly
  - 5.1. Call for general assembly
  - 5.2. Proceedings
  - 5.3. Voting - Voting methods for proposals
  - 5.4. Voting - Voting method for persons
  - 5.5. Voting - Voting method for committees
  - 5.6. Voting - Final vote
  - 5.7. Voting - Tied vote
  - 5.8. Voting - Right to vote
  - 5.9. Voting - Procedure
6. BASIS Board
  - 6.1. Task description of board members
  - 6.2. Board Appointment
  - 6.3. Transition
  - 6.4. Vacancies
  - 6.5. Board meetings
  - 6.6. Reimbursements
  - 6.7 Conduct of the Board
7. Advisory Board
8. Financial Procedures
  - 8.1. Membership fee
  - 8.2. Budget
  - 8.3. Financial report and audit committee
  - 8.4. Use of funds
9. Committees
  - 9.1. Core definition of a committee
  - 9.2. Structure of a committee
  - 9.3. Sub-committees
  - 9.4. Selection of committee members
  - 9.5. Starting a new committee
  - 9.6. Obligations of committees
  - 9.7. Financial reporting
  - 9.8. Event reporting
  - 9.9. Annual reports
  - 9.10. Dissolution of a committee

10. Election committee

11. Social media

11.1. General social media rules

11.2. Political Statements

11.3. Facebook

11.4. Instagram

11.5. Snapchat

11.6. Exception clause

12. BAISmag

13. Conflicts

13.1. Complaint filing

13.2. Procedure

13.3. Complaints against committees

13.4. Complaints against individual members

13.5. Complaints against the BASIS Board

13.6. Sanctions

13.7. Appeals

## **1. General**

All Policy Manual regulations set forth in the following Articles will be upheld by all BASIS members.

## **2. Status of the Policy Manual**

The Policy Manual provides an extensive outline of the obligations, rights, procedure, rules and structure of BASIS

## **3. Structure of the Association**

The association consists of the following: board, advisory board, committees and their sub-committees and a magazine.

## **4. Membership**

- 4.1. It is possible to become a dormant member for a period of time. Dormant members cannot exercise their membership rights and are exempted from the membership fee during the dormant period.
- 4.2. Dormant membership has to be requested with the BASIS Board at least one month in advance and can have a maximum duration of 6 months.
- 4.3. The BASIS Board decides if dormant membership is granted based on the request.
- 4.4. To determine the membership fee the member has to pay after the dormant period Article 8.1.3. and 8.1.4. of the Policy Manual apply. Membership fee that is already paid is never reimbursed, with the exception of the scenario as referred to in 8.1.10.

## **5. General Assembly**

### **5.1. Call for general assembly**

- 5.1.1. Convocation, in addition to what is stated in Article 14 sub 4 of the statutes, should be done by posting the invitation on the association's Facebook page and furthermore in any other way the board sees fit.
- 5.1.2. The minutes of the previous GA have to be attached to the written invitation as mentioned in Article 14 sub 4. If the board is unable to provide the minutes in time this should be mentioned in the invitation.
- 5.1.3. The preliminary agenda shall be communicated by the board two days before the GA at the latest. The preliminary agenda has to be communicated via the association's official Facebook and furthermore in any other way the board sees fit.
- 5.1.4. Only subjects mentioned in the preliminary agenda may be discussed in the GA unless the GA decides otherwise.
- 5.1.5. All those with a right to vote, excluded the Basis Board, have the power to add points to the agenda at the beginning of the GA. If the Basis Board wants to amend the agenda at the beginning or during the GA, this has to be approved by the GA.

### **5.2. Proceedings**

- 5.2.1 The minutes of the GA shall be taken by the secretary. In case of his or her absence the president shall appoint someone else to take the minutes.
- 5.2.2 The GA can decide to let someone else fulfill the role of president and/or secretary at the general assembly.
- 5.2.3. The minutes of the GA have to be approved in the next GA by the GA. The GA can decide to postpone approval of the minutes to the second GA after the original GA if necessary. In case the board proves unable to provide the minutes, the GA will decide how to proceed.

### 5.3. Voting - Voting methods for proposals

- 5.3.1. A vote on one proposal is a final vote
- 5.3.2. A vote between two or more proposals is a tied vote

### 5.4. Voting - Voting method for persons

- 5.4.1. A vote on the appointment of a person, in which there is only one candidate for the position, is a final vote. This vote is only held if one or multiple people with the right to vote that are present at the GA request a vote. In all other cases the candidates are considered to be appointed by consensus. In the case of a vote on the appointment of a person to the BASIS Board or the Advisory Board, a vote must be held.
- 5.4.2. A vote on the appointment of a person, in which there are two or multiple candidates for the position, is a tied vote.
- 5.4.3. All other votes regarding persons are final votes.

### 5.5. Voting - Voting method for committees

- 5.5.1. A vote on the appointment of an entire committee is considered to be a vote on the appointment of a person in which there is only one candidate for the position.
- 5.5.2. The GA can decide to split the vote, as meant in sub 1, into two or more separate votes. This decision has to be voted on in a written vote.

### 5.6. Voting - Final vote

- 5.6.1. In a final vote, every person with the right to vote can cast one vote, either in favour or against the candidate c.q. proposal.
- 5.6.2. The proposal is accepted, c.q. de candidate is appointed, if the required majority of votes is achieved.

### 5.7. Voting - Tied vote

- 5.7.1. In a tied vote, every person with the right to vote can cast one vote on the candidate c.q. proposal of their choice.
- 5.7.2. On the proposal that receives the most votes in a tied vote, a final vote will be held. In case multiple proposals tie in first place, a new tied vote will be held with just those proposals. In case all proposals receive the same number of votes, the board decides on which proposal a final vote will be held.

5.7.3. The candidate that receives the most votes in a tied vote is considered to be appointed. In case multiple candidates tie in first place, the board decides which candidate is appointed.

#### 5.8. Voting - Right to vote

5.8.1. The chair of the GA makes sure that no votes are casted by people who do not have the right to vote in the GA, no person votes double and that all authorisations, as meant in Article 16 sub 2 of the statutes, are valid.

5.8.2. An authorisation is only valid if it contains.

- The name of the authoriser and the authorised
- The explicit wish to authorise
- The date it was written
- The signature of the authoriser

#### 5.9. Voting – Procedure

5.9.1. All votes on persons are written votes.

5.9.2. All votes on proposals are votes by show of hands. If at least one third of the people represented at the GA requests so the vote will be held as a written vote.

5.9.3. Votes by show of hand occur, after invitation by the chair of the GA, by members present raising their hand. After the hands are counted, the chair of the GA invites all members with an authorisation to raise their hands. The members with one authorisation raise one hand, with two authorisations two hands and with three authorisations two hands and they stand up.

5.9.4. In a show of hand vote, the members are invited to vote on each option, including blank, separately.

5.9.5. If the grand total of votes does not comply with the number of people represented at the GA the vote is considered to be invalid and a written vote will be held instead.

5.9.6. Written votes occur by filling out a ballot, handed out by the chair of the GA. Before the vote, the chair makes clear how the ballot should be filled out. A member with one or multiple authorisations receives extra ballots, equal to the number of authorisations.

5.9.7. All abstentions, either in a written or show of hand vote are considered to be blank votes.

5.9.8. The result of each vote is directly announced to the GA by the chair.

5.9.9. The chair of the GA may request help from the Advisory Board on all matters related to the voting procedure but nevertheless remains personally responsible for the correct execution of the voting procedure.

## 6. BASIS Board

### 6.1. Task description of board members

The following positions are mandatory to form a board.

*President - Duties of the President include but are not limited to the following.*

- Presiding over all board meetings.
- Co-creation of all board meeting agendas with the secretary.

- Maintaining a strong relationship with Leiden University along with the Vice President.
- Work efficiently and effectively to ensure that the member's best interests are considered regarding all decisions.
- Chair of the GA

*Treasurer - Duties of the Treasurer include but are not limited to the following.*

- Maintain the financial budget.
- Maintain the financial cash flow.
- Deal with any payment/invoices.
- Maintain clear accountancy and produce budget for General Assembly.
- Provide insight into the cash-flow process to the General Assembly if requested.
- Deal with committee's financial requests.

*Secretary – Duties of the Secretary include but are not limited to the following.*

- Co-creation of all board meeting agendas with the president.
- The taking of meeting minutes.
- Maintaining efficient records of meeting agendas and meeting minutes.
- Ensuring member details are up-to-date and correct.
- Overseeing and arranging all aspects of membership.
- Continue smooth functionality of the association through correct archiving of all necessary documents.
- Create and distribute all BASIS board communications.

The following positions are recommended to form the board.

*Vice President– Duties of the Vice President include but are not limited to the following.*

- When the president is unavailable or unable to complete their duties, all requirements will be passed to the Vice President.
- Attend all social events that will create and continue strong links with third party organizations.
- Maintain discounts with third party businesses i.e. book deal.
- Sit in on advisory board meetings and report back to the board.
- Have regular meetings with coordinator of studies.
- Information exchange

*2 Internal Affairs Officer(s) - Duties of the Internal Affairs Officer include but are not limited to the following.*

- Act as liaison between the boards of the committees and the BASIS board.
- Deal with any requests from the committees and communicate them to the BASIS board.
- Communicate responses from the BASIS board to the committees.
- Maintain strong links with the board of each committee and ensure best practice is used by all committees.

- A number of two Internal Affairs Officers are recommended to work within the board.

*External Affairs Officer - Duties of the External Affairs Officer include but are not limited to the following.*

- Create and maintain all aspects of social networking and media including Facebook, email, website, Twitter, RSS feeds, etc.
- Create strong links with all external parties including sponsors, government organizations, employment agencies, partners and other Study/Student Associations.
- Answer any questions members may have.
- Update members through regular newsletters.

## 6.2. Board Appointment

6.2.1. The Election committee shall provide a recommendation vote for the board of the following year as described in Article 10 of the Policy Manual.

6.2.2. The votes casted by members at the GA have a weight 90% of the total vote.

6.2.3. In case of a tie, a new vote shall be held in compliance with the stipulations of article 5.7. The weighing of voting of the GA and Election committee remain at 90% and 10% respectively. If this second vote results in another tie, a new vote shall be held in compliance with the stipulations of article 5.7. On this second occasion, the Election committee's recommendation vote is nullified, and the GA carries the sole and decisive vote.

6.2.4. All people present at the GA that are eligible for a position on the BASIS board have the right to nominate themselves or be nominated for one or multiple vacant positions.

6.2.5. In case this procedure does not result in a board as defined by Article 10 sub 1 of the statutes before the end of the board year, the current board will remain in office until either a new board is elected or the association is disbanded.

## 6.3. Transition

6.3.1 The newly elected board assumes its functions at the first day of each board year, starting June 1st.

6.3.2 During the period between the election and the end of the academic year, the reigning board and elected board are obligated to meet and discuss the process of transition with the aim of informing the new board about pressing issues and procedures within BASIS.

## 6.4. Vacancies

6.4.1 Any board member is allowed to step down/leave the BASIS board.

6.4.2. The board member stepping down from his/her position will do this in written form to the Advisory Board and the current Board at least seven days in advance.

6.4.3. In case of a vacancy in the board as a result of a board member



stepping down/leaving the BASIS board, the Advisory Board will conduct interviews to provide a non-binding advice for a successor to the general assembly.

#### 6.5. Board meetings

6.5.1. During the period pertaining to the academic year, the board is encouraged to meet on a weekly basis.

6.5.2. The Advisory Board is allowed to attend the board meetings on request of either the Board or the Advisory Board.

#### 6.6. Reimbursement

6.6.1. BASIS Board Members can be reimbursed for ticket costs for events of BASIS they attended.

6.6.2. The right to reimbursement given in 6.1.1. is contingent on the conduct of the respective Board Member outlined in 6.7.

6.6.3. BASIS Board Members can be reimbursed for Travel costs they have, if they request this.

6.6.3.1. When submitting receipts to 6.6.3.1. an explanation of the nature of Travel has to be attached and record kept by the Treasurer.

#### 6.7. Conduct of the Board

It is essential that the board members remember that they are representatives of the board, the association and its members. This includes the following recommendations of conduct. Extensions are at the discretion of the Advisory Board and need approval of the GA:

- The board members should make an effort to behave in a professional manner when representing BASIS.
- The board members should make an effort to wear clothing suitable for the events that they are attending.
- Sexual relationships between board members are strongly discouraged and should never interfere with the impartiality of the respective Board members.

### **7. Advisory Board**

7.1. The Members of the Advisory Board shall be appointed for a period of two years.

7.2. The Advisory Board does not answer to the BASIS Board and shall look at BASIS activities with an objective and open mind.

7.3. Tasks of the Advisory Board include but are not limited to the following.

- to provide non-binding but informed guidance to the BASIS Board
- identify, assess, and opine on possible difficulties/ issues concerning BASIS/ the Board
- deal with complaints from members concerning BASIS

7.4. Members of the advisory board may not be part of the BASIS Board.

## **8. Financial Procedures**

### **8.1. Membership fee**

8.1.1. The term of payment for the annual membership fee is one month after the first payment notification by the treasurer.

8.1.2. For new members, payment of the annual membership fee has to be done when applying for membership unless determined otherwise by the treasurer.

8.1.3. Those who apply for membership between the first of January and the first of June are exempted from half of the membership fee for the current association year.

8.1.4. Those who apply for membership between the first of June and the start of the association year, are exempted from the membership fee for the current association year.

8.1.5. Two weeks after the first notification, a second notification has to be sent by the treasurer to those who have not paid their membership fee yet.

8.1.6. If a member does not pay the membership fee within the set term of payment the board is entitled to suspend the member as described in Article 8 of the statutes.

8.1.7. Suspension may be prolonged up to the end of the association year. If a member does not pay the membership fee before the end of the association year, membership is terminated.

8.1.8. If a member, suspended under Article 8.1.6. of the Policy Manual, pays his membership fee, the suspension is lifted immediately. Suspension for other reasons might still remain in effect.

8.1.9. Board members are exempted from the membership fee for the first whole association year that follows their appointment as a board member.

8.1.10 If the membership fee of two years is paid at once (in one transaction), the membership fee of the second year may be refunded when the member is no longer enrolled in the Bachelor International Studies at the beginning of the second association year for which the membership was paid.

### **8.2. Budget**

8.2.1. The treasurer, in consultation with the previous treasurer, the board and the advisory board, makes a budget that has to be approved by the GA. The GA has the power to alter the budget.

8.2.2. In the event of expenditures or investments of over €500.00 which are not included in the approved budget, approval by the GA is needed.

8.2.3. The treasurer has the right to redistribute the previously allocated money over the different committee's after the first of January, based on committee performance, requested budgets and future plans. If there is no change to the overall committee budget, the redistribution does not have to be approved by the GA.

8.2.4. No more than 20% of the total cash flow from the previous fiscal year may be spent before the budget is approved by the GA. The treasurer has to incorporate these expenses in the presented budget.

### 8.3. Financial report and audit committee

8.3.1. If the GA does not approve the financial report, as meant in Article 18 sub 1 of the statutes, the GA can decide to hire an independent auditor to perform an audit.

8.3.2. The treasurer remains responsible for the financial report of its fiscal year until the GA approves the report. Excluded the consequences of all actions outside the law, the statutes or the Policy Manual, the treasurer is released from its responsibility for the fiscal year when the GA approves the financial report.

8.3.3. Besides the mandatory audit of the financial report, as described in Article 18 sub 3 of the statutes, the audit committee is entitled to audit the treasurer and consult all necessary documents if deemed necessary by either the GA, the advisory board or the audit committee.

### 8.4. Use of funds

8.4.1. The Board is not empowered to resolve (decide) to enter into agreements for the acquisition, alienation (passage) and encumbrance of registered property, and to enter into agreements under which the Association engages itself as surety or joint and several co-debtor or through which it guarantees performance by a third person or engages itself to provide security for the debt of someone else.

8.4.2. When purchasing goods, all bodies within BASIS should make an effort to buy the most socially and environmentally responsible options allowed by the budget.

8.4.3. BASIS is not allowed to pay members of the advisory board or board as this poses a conflict of interest.

## 9. Committees

### 9.1. Core definition of a committee

9.1.1. A committee is a group of BASIS members dedicated to a specific field of activities and/or interests.

9.1.2. Through organizing activities or coordinating other related operations, the committee carries out its purpose.

9.1.3. A committee has a specific goal within the goals of BASIS. The general purpose of all committees is to contribute to BASIS, its members and International Studies.

9.1.4. Unless stated otherwise, the Election committee and audit committee are excluded when the term 'committee' is used.

### 9.2. Structure of a committee

9.2.1. All members of the committee have to be BASIS Members.

9.2.2. A committee is comprised of at least three members. Committee Head, Secretary and Treasurer.

9.2.3. The maximum number of committee members is seven.

9.2.4. A committee can have sub-committees.

9.2.5. A committee member cannot be at the same time a member of the BASIS Board.

9.2.6. A committee member cannot be at the same time a member of the advisory board unless decided otherwise by the GA.

9.2.7. A committee member cannot be at the same time be a member of another committee with exception of the First Years Weekend committee. A committee member can be part of one or multiple sub-committees.

### 9.3. Sub-committees

9.3.1. A committee may decide to, in consultation with the BASIS Board, propose the creation of sub-committee to the GA.

9.3.2. Creation of the sub-committee has to be approved by the GA.

9.3.3. All members of the sub-committee have to be BASIS Members.

9.3.4. A sub-committee member cannot be at the same time a member of the BASIS Board.

9.3.5. A sub-committee member cannot be at the same time a member of the advisory board unless decided otherwise by the GA.

9.3.6. The Committee is responsible for all actions of its sub-committee.

9.3.7. All procedures have to be fulfilled through the committee to whom the sub-committee belongs.

### 9.4. Selection of committee members

9.4.1. At the first GA of the association year, the current committee members have to provide the GA with a non-binding recommendation for the new committee members.

9.4.1.1 In the case of a dormant committee, as meant in 9.10.2 of the Policy Manual, the BASIS Board can provide the GA with a non-binding recommendation for the new committee members.

9.4.2. The nominated committee members are approved by the GA until either new committee members are approved or the committee is dissolved. In case the GA does not pass a vote on one or multiple nominees, the rest of the committee members may present new nominees to the GA. If the new committee members, as a result of the vote, do not meet the requirement stated in Article 9.4.3. of the Policy Manual, the current committee is obliged to give a new non-binding recommendation to the GA to meet the stated requirement.

9.4.4. Every committee member may be dismissed, with a stated reason, by the General Assembly at any time. Any committee member up for dismissal will be provided with the opportunity to defend against their dismissal during the General Assembly which is set to decide on their case.

9.4.5. To pass a motion to dismiss a committee member, two-thirds of the valid votes cast in a General Assembly must be in favour.

9.4.6. In case of dismissal of a committee member, the committee may present a new nominee to the GA. If the committee, as a result of the dismissal, does no longer meet the requirement stated in Article 9.2.2. of the Policy Manual, the committee is obliged to give a new non-binding recommendation to the GA to meet the stated requirement.

## 9.5. Starting a new committee

9.5.1. A group of at least three BASIS members may decide to, after consultation with the BASIS Board, propose the creation of new committee to the GA. The proposal should state clearly the added value for BASIS.

9.5.2 Creation of the committee has to be approved by the GA.

9.5.3. After approval Article 9 of the Policy Manual applies to the committee with the exception of Article 9.6.1. for the semester in which the committee is approved.

## 9.6. Obligations of committees

9.6.1. All committees must have two or more events per semester, with the exception of Sub-Committees, the Charity Ball committee and First Years Weekend committee and the Yearbook committee.

9.6.2. All committees are obliged to report financial proceedings to the board.

9.6.3. All committees are responsible for their respective sections on the BASIS website.

9.6.4. All committees are obliged to comply with the law, the statutes and the Policy Manual.

9.6.5. All committees are obliged to make minutes of the meeting which they have to send to the appointed member of the BASIS board.

9.6.6. The committee head is obliged to attend committee head meetings.

## 9.7. Financial Reporting

9.7.1. A committee is eligible for funding when they meet the criteria stated in Articles 9.1, 9.2, 9.4 and 9.6. In case a committee does not comply with these criteria, the board may decide to cut or revoke all funding for the committee.

9.7.2. Within 2 weeks after the start of the association year, each committee submits an approximate budget proposal to the Treasurer of the BASIS Board.

9.7.3. Within 7 days after the feedback on the approximate budget proposal from the Treasurer of the BASIS Board is received, the committee has to submit its final budget proposal

9.7.4. Based on the final budget proposal, the BASIS Board allocates its funds to form the budget for committees.

9.7.5. Committee Budgets have to be accepted by the General Assembly.

9.7.6. Committee budgets are not transferable to the next fiscal year

9.7.7. Committee Members that spend money, based on their accepted budget, need to provide legitimate receipts. In order to be reimbursed, members have to submit the official refund form

9.7.8. When raising or in any way supporting charity in the name of BASIS, the charity should first be approved by the BASIS board.

## 9.8. Event reporting

9.8.1. Before every event, the BASIS board has to receive an Event proposal, in the form of the event proposal form. The Event proposal form can be found in the Annex

9.8.2. This includes an overview of the expenses for the corresponding event. This should be communicated via the corresponding form in the annex. 9.8.3. The event has to be approved by both the Treasurer and Internal Affairs office before published or advertised.

#### 9.9. Annual reports

9.9.1. An annual report should be sent to the BASIS Board by the end of the academic year.

9.9.2. This should outline the events carried out including the date, amount of participants and a short description of each event.

9.9.3. Additionally, the committee is expected to send a final outline of their costs to the BASIS Board. This can be included in the annual report outlined in 9.9.1.

#### 9.10. Dissolution of a committee

9.10.1 The GA can decide to dissolve a committee with a majority of two third of the casted votes.

9.10.2 A committee becomes dormant if no recommendation, as meant in 9.4.1. of the Policy Manual, is done.

9.10.2.1 A dormant committee does not have committee members, cannot receive funds and may not organise events during the dormant period.

9.10.2.2 A dormant committee will exist only in name and will keep its section on the BASIS website.

9.10.2.3 The dormant state of a committee is reversed when a recommendation, as meant in 9.4.1. of the Policy manual, is done and approved by the GA.

9.10.3 A committee becomes dormant if at least two third of its members notify the BASIS board, in writing, of their wish to make the committee dormant.

### **10. Election Committee**

10.1. After appointment, the Members of the Election Committee shall be remaining in function until the board of the following board year is approved by the GA.

10.2. The Election Committee's task is to provide a recommendation vote on the prospective BASIS board to the GA. This vote confers 10% of the total vote count to the recommended candidates.

10.3. The Election Committee shall be established within 3 weeks of the first GA in the second half of the academic year.

10.4. The Election Committee consists of three members with the following characteristics:

- i. A member of the Advisory Board  
This Advisory Board Representative is nominated internally within the Advisory Board.
- ii. A member of the previous BASIS boards  
The Board of the previous academic year, has to internally nominate a member of the previous Board . The previous board can decide to nominate a member of other previous boards of BASIS, if they feel that they are unable to fulfill their role. In case no previous board members are available for the Election committee, a current BASIS board member, nominated internally by the BASIS board, will fill the position in the Election committee.
- iii. A Committee Head  
This Committee Head Representative is chosen from the committee heads by majority vote. In this case, this including the editor in chief of BAISmag, but excludes the audit committee.

10.5. Anyone who has more than one of the characteristics stipulated under Article 10.4 is not eligible to the Election Committee.

10.6. Excepted from 10.5. is a member of the Advisory Board if the clause of 9.2.6. has been activated by the GA.

10.7. Tasks of the Election Committee include but are not limited to the following.

- Interviewing candidates for the BASIS board
- Defining objective criteria under which the decisions regarding the recommendation of BASIS board members are made

## **11. Social Media**

### **11.1. General social media rules**

11.1.1. All content should relate to BASIS or benefit BASIS. Ultimately, this is at the discretion of the BASIS Board.

11.1.2. No inappropriate content is to be posted on any social media channels. Ultimately, this is at the discretion of the BASIS Board.

11.1.3. Make sure you have permission from those featured when posting.

11.1.3.1. Permission is automatically granted to BASIS when attending BASIS events.

11.1.3.2. For any other feature the permission should be stated in paper.

11.1.4. Requests to delete content via the Facebook page messenger or email should be assessed by the BASIS Board.

11.1.5. No member of BASIS may operate any own social media channels or website in the name of their BASIS or any of its subsidiaries.

11.1.5.1. The BASIS Board is to ensure that 11.1.4. is upheld.

11.1.5.2. A breach of 11.1.6. results to direct suspension if not reacted immediately.

11.1.5.3. If 11.1.4. is operated by a subsidiary and does not refrain from this, it can lead to financial consequences for the associated entity.

11.1.5.4. The BASIS Board is obliged to take legal action if, within 4 weeks of notice if the content is not removed.

## 11.2. Political Statements

11.2.1. BASIS social media is a place of political neutrality.

11.2.2. No political statements including inferences or connotations are allowed to be made.

11.2.2.1 The evaluation of such statements is at the discretion of the BASIS Board.

11.2.2.2. The evaluation of the BASIS Board can be challenged in a General Assembly

11.2.3. A General Assembly can decide to take allow a certain political stance upon reaching a supermajority.

## 11.3. Facebook

11.3.1 All committees are allowed to post on the BASIS Facebook page.

11.3.2 In order to be able to do the above, all committees will appoint one member to post on Facebook on behalf of the committee. Committee members have limited access to the account, which means they will get the role of editor, whilst BASIS board members are having the role of admin.

11.3.3 A limited amount of three posts per committee per week is allowed to be posted. In case more posts are necessary, permission from the BASIS Board is required.

11.3.4. Exempted from Article 11.1.4. are Facebook groups.

11.3.5. All vital information surrounding events should be posted on the main Facebook page and only then can shared into the official Leiden University Facebook groups or tertiary groups associated to the Bachelors of International Studies.

11.3.6. Posts uploaded on the BASIS Facebook page can be shared into Facebook groups via personal accounts of committee members.

## 11.4. Instagram

11.4.1. All committees are allowed to post on Instagram, only using the BASIS Instagram-account (basis.thehague).

11.4.2. The Regulations outlined in 11.1 have to be upheld.

## 11.5. Snapchat

11.5.1. All committees are allowed to post on Snapchat, only using the BASIS Snapchat-account (basis.thehague).

11.5.2. The Regulations outlined in 11.1 have to be upheld.



#### 11.6. Exception clause

11.6.1. Exempted from 11.1.5 is the website or blog of BAISmag and Radi8radio (<https://baismag.com/>).

11.6.1. Exempted from 11.1.5 is project “Humans of International Studies”.

### 12. BAISmag

12.1. BAISmag will, as any of the parts of BASIS act in the best interest of the association.

#### 12.2. BAISmag board structure

12.2.1. Only BASIS members are eligible for BAISmag board positions.

12.2.2. The BAISmag board will consist of the following positions.

- Editor-in-Chief
- Secretary
- Treasurer
- Head of Design
- Head of Social Media
- Liaison Officer

The position of Liaison Officer can be held by the secretary. Liaison Officer will have a mediating function in sponsorship seeking, thus being able to attend all BASIS board meetings regarding sponsorships for BAISmag. The Liaison Officer is able to cast a vote in the board meetings regarding sponsorships for BAISmag. On the occasion that unanticipated factors – e.g. resignation, sickness – inhibit the fulfilment of this member’s task, the responsibilities will be delegated to the BASIS advisory board. If the liaisons officer fails to mediate, in time of disagreement, the BASIS advisory board will fill this role.

12.3. BAISmag is obliged to adhere to the same reporting, regulations and procedures as any Committee.

12.4. BAISmag has to adhere to the social media regulations outlined in Article 11 of the Policy Manual.

12.5. BAISmag enjoys freedom of press. Consequently, BAISmag will have complete autonomy in the editing process and the ultimate decision regarding the content of the publication of an issue lies with the ‘Editor-in Chief’ of BAISmag.

### 13. Conflicts

#### 13.1. Complaint filing

13.1.1. Any member has the right to file a complaint concerning any action taken by a BASIS member at a BASIS event or on behalf of BASIS.

13.1.2. Any member or committee has the right to file a complaint concerning any decision taken by the BASIS Board or a committee.

13.1.3. All complaints have to be filed with the BASIS board in writing or via e-mail, unless stated otherwise.

13.1.4. A complaint directed at the BASIS Board has to be filed with the Advisory Board in writing or via e-mail.

13.1.5. The BASIS board is obliged to report all complaints and actions taken regarding those complaints to the Advisory Board.

### 13.2. Procedure

13.2.1. The institution that receives the complaint shall process and archive all complaints with the maximum amount of discretion.

13.2.2. The BASIS Board will take appropriate action.

This is, in sequence:

1. Impose the sanction as described by the statutes or the Policy Manual; or, if not applicable
2. Mediate between the complainer and the accused to come to a solution acceptable for all parties; or, if not possible
3. Decide on a solution to the best of its knowledge

This procedure does not apply to complaints against the BASIS Board.

13.2.3. The institutions that receives the complaint reserves the right to forward the complaint to the appropriate authorities if illegal activity is suspected.

### 13.3. Complaints against committees

13.3.1. The BASIS Board will investigate the complaint and shall notify all parties involved of its decision no later than two weeks after the complaint was filed.

13.3.2. Committees can be sanctioned by the board in accordance with Article 9.7.1. of the Policy Manual

13.3.3. All parties involved have the right to appeal to the decision of the BASIS Board at the GA.

13.3.4. All complaints and actions taken regarding those complaints must be archived by the BASIS board.

### 13.4. Complaints against individual members

13.4.1 The BASIS Board will investigate the complaint and shall notify all parties involved of its decision no later than two weeks after the complaint was filed.

13.4.2. Members can be sanctioned by the board in accordance with Article 13.6 of the Policy Manual

13.4.3. In case the complaint is directed at one or more guests of a member at a BASIS event, the member may be sanctioned.

13.4.4. All parties involved have the right to appeal to the decision of the BASIS Board at the GA.

13.4.5. All complaints and actions taken regarding those complaints must be archived by the BASIS board.

### 13.5. Complaints against the BASIS Board

13.5.1. The Advisory Board will investigate the complaint and shall try to mediate between the complainer and the BASIS Board.

13.5.2. If no solution, acceptable to all parties, is reached, the Advisory Board shall provide the GA with a non-binding recommendation for a solution.

13.5.3. All complaints and actions taken regarding those complaints must be archived by the Advisory Board and handed to the BASIS Board after the complaint is resolved for safekeeping.

#### 13.6. Sanctions

13.6.1. The BASIS Board has the right to suspend members for disorderly behaviour, misconduct or any other activity that harms the association.

13.6.1.1. The use of hard-drugs at BASIS events will result in suspension and exclusion from events for the period of a month for a first-time offense, and indefinite suspension and exclusion from events for a second-time offense.

13.6.2. The BASIS Board has the right to remove a member as such when the member unreasonably harms the association.

13.6.3. The BASIS Board or any other body of BASIS has explicitly not the right to fine members as a sanction.

#### 13.7. Appeals

13.7.1. All parties involved have the right to be present and defend their case at the GA at which the case is addressed.

13.7.2. The decision of the GA is final.