



General transfer document

For all boardmembers for student organisations of Hanze UAS Groningen

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1. Organisation

1.1 Statutes

Every association has its own statutes. Statutes are an association's right to exist and also ensure the continuity of an association or organisation. The statutes set out requirements the association must meet to officially run for a year. It is not possible to deviate from these statutes. The statutes contain rules on, for example, what the purpose of the association is and for whom the association exists. It also states who can take a seat on the board. It is very important to read the statutes carefully and always have access to them. Should the board wish to change the statutes for the benefit of the association, the statutes can be amended. The general membership meeting (ALV) must approve the changes. When amending the statutes, a notary must be hired. An amendment to the statutes costs money; the amount varies between notaries. In addition, the notary must check amended statutes after the ALV has given approval for amendments.

1.2 Domestic Regulations

A domestic regulation (HR) is a collection of rules within an association. These rules support the statutes and are subordinate to the statutes. The HR is often a supplement to the statutes with the statutes always leading. However, unlike the statutes, a notary is not required to draft or amend the HR. Drafting an HR is not mandatory, but it is recommended. This is because it also makes it easy to add things that are not correct in the statutes. Then, the bylaws can be amended once every so many years and the changes in the HR can be included in them. Apart from agreements, rules and guidelines, the HR may also include the duties and powers of board members and, for example, of an Advisory Board (RvA) or Board of Trustees (RVT). It often also states how an RvA or RVT can be adopted or established. The HR specifies how the regulations can be amended. An HR can be amended in most associations at an ALV by a majority vote.

1.3 Policy Plan

A board policy plan is written to ensure that a board has a plan procedure for its governance year. Writing the policy plan takes time, but the policy plan is a good guide for governing a the association. Look at the policy plan from previous years for a common thread. A policy plan often includes the sections below:

- Mission and vision of the association

An association always has a certain mission and vision. These can be included in the policy plan. Matching standards and values can also be mentioned here.

- General objectives

To grow as an association, general objectives should be drawn up every year. These objectives will need to be challenging but achievable. The objectives can also be formulated SMART (specific, measurable, acceptable, realistic and time-bound). This makes it clear to everyone what you want to achieve as a board.

- Personal objectives

In the policy plan, board members can individually draw up personal objectives. These objectives can fit the job tasks, but can also relate to personal development.

- Board tasks

Each board member has his or her own board tasks. These tasks are often the same every year, but it is nice for members to be able to read the job descriptions in the policy plan. In addition, it can be useful to divide certain tasks differently each year. Sometimes a function suits someone well, but one particular task does not suit that person. This task can then be given to someone else. Once this is established, the tasks can be included in the policy plan.

- Activities

Apart from the activities organised by committees, a board almost always organises activities to achieve an objective or to propagate the association's mission and vision. It is useful to put these activities in the policy plan as guidelines so that members know what is being organised.

- The committees and their tasks

A description of each committee can be included in the policy plan. In some cases, committees work out their own plans so that they can be included in the policy plan.

- An annual plan

You can draw up the association's annual planning in two ways. The first way is a global planning: this planning will be made by fixing the activities per quarter. The second way is a very specific planning. In this planning, everything is set out per week or even per day. This allows members to directly take into account the activities and possibly keep these days free. Also, with this type of planning, you can consult with the roster maker at the beginning of the year to possibly have the activities included in the class schedule. When making an annual schedule, pay attention to members' exam weeks.

- Budget

The policy plan always includes a budget for the upcoming administrative year. This is prepared by the treasurer. A budget is an overview of all expected income and expenditure in a given period.

1.4 General Members Meeting

Purpose of the ALV

The General Members' Meeting (ALV) is the (multi-)annual meeting for all members of the association and where they are allowed to give input on the work of the board. The ALV often has the most voting rights within an association, but this depends on the statutes. At an ALV, the board is hammered in or hammered out, the policy plan and the annual report approved. However, ALVs need not only take place when there is a change of board, they can also be organised to present the half-yearly report, for example. Depending on the statutes, major decisions must also be taken by an ALV vote. An example is changing the HR.

Organising an ALV

- Organising an ALV involves the following: Per association, there are usually deadlines regarding sending the documents to the members in advance of the ALV. Legally, an ALV must be called at least two weeks in advance. Check carefully when this should be sent and what documents should be sent along with it;
- Reserving a venue. An ALV can be held at school, but also at an external location. This can be useful if the ALV takes place in the evening and venue opening hours need to be taken into account, as ALVs can be long. Hiring an external venue does often involve costs;
- Requesting a technical chairman and a technical notary, if necessary. Having a technical chairman and notary can be useful for the association's chairman and

secretary. They can then participate fully in the ALV without having to focus on their job duties such as chairing or taking minutes. A technical chairman and technical notary do not provide substantive input to the ALV;

- Arranging for a gavel, for hammering in and out a board and establishing papers.
- Recording equipment should be hired for recording the ALV. The recordings can help the secretary work out the minutes of the ALV. They can also serve to record exactly how the ALV went and what was said;
- Print documents, such as the agenda, the bylaws, the HR, the policy plan, the (half) annual report and the minutes of the previous ALV.

1.5 KvK

Every study association is required to register with the Chamber of Commerce (KvK). The first registration takes place after the statutes have been drawn up, i.e. after the association has been established. The KvK number of the association can then be found on the KvK website, as well as on the association's invoices. When a new board takes office, these board members should register with the KvK. This can be done most easily on the KvK website, but can also be done using form 22 from the KvK. A valid proof of identity is needed from the new board members, but not for the old board members being deregistered. When registering, it is important that the signature on the form matches the signature on the proof of identity. The statutes often mention who is authorised to register and deregister at the Chamber of Commerce. The members of the supervisory board should also be registered or deregistered at the Chamber of Commerce; this is done in the same way as registering or deregistering board members. When the board members are registered with the KvK, matters such as registration with the bank can also be put in the name of the new board. Registration with the Chamber of Commerce also entitles the board to sign contracts. It is therefore important that registration takes place soon after a board is inducted.

1.6 Bank

Once a board is registered with the KvK, it can transfer the association's bank card to the name of the new treasurer and possibly the new chairman at the bank where the association has opened an account.

An appointment can be made by contacting the bank by phone for an appointment to transfer the cardholder's name. However, experience shows that an appointment can be made faster by visiting the bank. Please note that with some banks, an association cannot use the payment account for a few days or weeks due to the transfer. It is useful to take this into account around the organisation of major activities such as induction camps, trips or symposiums.

1.7 Advisory and supervisory bodies

It makes sense for the association to have a Board of Trustees (RVT), an Advisory Board (RvA) or an Advisory and Supervisory Board (RvAT). The differences between a Supervisory Board, an Advisory Board and an Advisory and Supervisory Board are described below:

- Board of Trustees:

A RvT must supervise and intervene. It can require or ask the board to act in a certain way, organise activities and prepare certain documents. An RvT has rights only if it is appointed in the statutes.

- Advisory board:

An RvA can give solicited and unsolicited advice on how the board functions and acts. They are not allowed to make demands, which distinguishes an RvT from an RvA. With an RvA, the board can still choose how it wants to act.

- Advisory and Supervisory Board:

A RvAT mostly gives advice and will only intervene when really necessary. They therefore have the powers of an RvT, but operate more like an RvA. An RvAT is not very common, so there should be a good balance between demanding and advising. This should be delineated in the HR.

The statutes usually state the type of advisory or supervisory body an association operates with. The purpose of all these different councils is to oversee from the outside how the association and the board operate and function and to monitor continuity within the association. These councils can provide advice and oversight to ensure that the association can function optimally. They also serve to advise on or resolve any problems within the board. Finally, a council ensures continuity within an association. Members serving on a council have often already served on a board themselves, either at the same association or at another association. However, the latter is not mandatory. Often, the statutes stipulate who may sit on the RvA, RvT or RvAT. It also happens that a teacher sits on an RvT, RvA or RvAT. This can be useful to keep the line of communication with the course short.

Former board members of the association can give good advice on matters that are in the interest of the association, as they often already know the association well. This can be both a disadvantage and an advantage. A disadvantage can be that former board members mainly want the board to operate as it did in previous years. As a result, a board can sometimes be less innovative. An advantage is that the former board members always think in the interest of the association and know the ins and outs of the association. When a member of the RvT, RvA or RvAT comes from outside, they will be able to look at the association with new eyes. This may cause disadvantages in the handover, though, as this person still needs to read up fully on the associations. Often, one or more members of the RvT, RvT or RvAT also take a seat on the application committee for the search of new board members.

1.8 Constitution drinks

A constitution drink is a drink where a new board invites other boards to celebrate its appointment. Often, the invited boards bring a gift, usually a bottle of wine. The board organising the constitution drink often provides refreshments. Most invitations are sent through the SSA. This is not an official invitation, but is meant to give a timely indication of when the boards should keep a place free in their agenda. A paper invitation follows later, this is usually brought in person. So this is also a way of getting acquainted.

Planning the get-togethers is something student associations do themselves, but the preference is to consult with the SSA. This is because the SSA secretary manages an overview of all planned constitution drinks. By consulting properly, multiple get-togethers can be

avoided. This is more enjoyable for each board involved, as it allows the invited boards enough time to drop by at each constitution get-together.

Organising a constitution drink involves the following:

- Booking a pub. Often constitution drinks take place at the beginning of the evening, as pubs are reserved for association drinks later in the evening;
- Carefully go through the guidelines document for constitution drinks. This document contains detailed information on what is involved in organising such a get-together. This document can be found on our website;
- Arranging a beadle and a beadle staff. During a constitution get-together, the beadle each time announces the next board whose turn it is to congratulate the constituent board. At the beginning of the drinks, each board therefore registers with the beadle. The beadle staff is used to draw attention to the announcements. Usually the beadle receives free refreshments throughout almost the entire constitution drinks, this is a customary thank-you;
- Arranging security, which includes securing the guest book during roast attempts;
- Buying a guest book. As a memento, boards that are guests at a constitution drink often write a piece in the guest book.

2. Foundation Student Activities

2.1 Foundation Student Activities

The Student Activities Foundation (SSA) is the umbrella student organisation of Hanze UAS (HG) and was founded in 1994. A total of 38 HG student organisations fall under the SSA. The SSA has three main tasks in the field of student participation at Hanze UAS.

Firstly, it looks after the interests of the aforementioned student organisations. This includes supporting boards with their finances, structure, committees, etc. There is a lot of contact with all HG student organisations, Deans and team leaders in order to have and keep the importance of the student associations clear to everyone. The SSA also holds an introductory meeting with each HG student organisation and an evaluation meeting during the administrative year.

As a second task, the SSA has two financial responsibilities. The SSA manages the HG Activities Fund, which is further explained below. In addition, the SSA approves applications to the Student Assistance Fund from all administrators of the recognised student organisations of Hanze UAS.

The third task of the SSA is to ensure a more active student community at HG. This task is carried out by the SSA's sole committee, the Word Active.

To achieve all this, the SSA has a lot of contact within HG with the Executive Board, Student Affairs, the Deans, the team leaders, the Facilities Department and many more departments and individuals. Furthermore, the SSA has a lot of contact with external parties such as the ACLO, Stichting KEI etc.

2.2 Become Active

Become Active (WA) is the only committee of the SSA, which aims at making students active. The WA organises several lectures, workshops and a big event. There is often collaboration between the student associations so that they can put up something big together. It is important that there is good communication between them so that something great can be organised.

In addition, WA's Instagram, Facebook page and website are important to keep an eye on. This is where volunteer vacancies are posted and major events are promoted. The study associations have the right to have large events with a capacity of over 75 people promoted on WA's Facebook page. This can be used, for example, for galas, symposia, congresses or other large events to which not only their own members are welcome.

2.3 Student Assistance Fund

For students who have been administratively active alongside their studies, there is the Student Assistance Fund. From this fund, administratively active students can receive an administrative scholarship. This is arranged from the SSA. The board scholarship is awarded on the basis of providing proof of all activities an association during an administrative year. An administrative year, from the perspective of the Student Assistance Fund, runs from 1 September to 31 August or from 1 February to 31 January. At the end of an administrative year, a board submits its portfolio.

It is important for boards to start keeping a Student Assistance Fund portfolio as early as possible, in which all evidence of the Student Assistance Fund is collected. The SSA's website contains documents explaining the Student Assistance Fund.

The SSA indicates the deadlines in time regarding the submission and feedback moments for the Student Assistance Fund.

These are hard deadlines and not submitting the portfolio on time can mean that a board misses out on its Student Assistance Fund. The first submission deadline is mandatory to claim the Student Assistance Fund.

2.4 HG Activity fund

The HG Activities Fund is an emergency fund to financially support HG student organisations in organising study-related activities. If it appears that an HG student organisation does not have sufficient cash to finance its study-related activity, it can claim this fund. On the SSA website, documentation surrounding the rules and the amount of the fund can be found. This documentation may be subject to changes each year, but the SSA communicates these changes in a timely manner. The HG Activities Fund may be budgeted by HG student organisations. It may be useful during transfers between boards, to go through an old HG Activity Fund application.

2.5 CVA

The Advisory Committee (CVA) consists of all presidents of HG student organisations. The CVA's role is to advise the SSA board and provide feedback on the policy plan and annual report. The CVA takes place in a formal setting, which means that everyone is expected to

wear a suit. It is useful for every association to attend the CVA, this allows the association to give its opinion on the policy plan and both parties know what they have to offer each other during the administrative year.

During the first CVA, in September, all current presidents and former presidents from the previous year of HG student organisations are welcome and during the second CVA, in May/June, prospective presidents and current presidents are welcome. This means that two people per organisation are welcome per CVA. Current chairs are welcome as they can provide support to the CVA with the experience they have gained. The aspiring chairs are present so that they can already gain experience regarding the ins and outs of the SSA. They will also get a clear picture of the SSA's work in advance. The SSA's policy for that year applies to them.

2.6 AVO

The General Assembly Organisations (AVO) is organised by the SSA four times a year. For the AVO, all HG student organisations are invited, one board member per HG student organisation may attend. The purpose of the AVO is to bring together the different HG student organisations so that they can learn from each other. Directors of the HG student organisations often have questions and these can be answered by the directors of the other organisations present, thus helping each other. A few weeks before each AGM, the SSA asks each association for any input for the meeting. This makes it possible for HG student organisations to discuss any issues, provided they have been supplied digitally in advance. In addition, an update on the SSA's work is given at this meeting.

3. Overview HG-studentorganisations

Below is an overview of the HG student organisations covered by the SSA.

Name studentorganisations	Study of institute, or operations	Location Office
Ad Legem	Law Studies	Zernikeplein 7, E2.09
Arteva	Academy Minerva	Gedempte Zuiderdiep 58, A31
BMG	Businessmatch Groningen	Kadijk 2, room 101, 1097 HX Groningen. Right building, through the door, directly left and go upstairs.
Cura	HBO-Nursing	Petrus Driessenstraat 3, DK.02, basement C-wing
Check	Accountancy	Zernikeplein 7, E2.07
Corps of Students	Architecture, Technical Studies	Zernikeplein 11, soos next to A2.11
Dices	Speech Therapy	Petrus Driessenstraat 3, DK.08 basement C-wing

Equilibrium	Instituut Life Science & Technology	Zernikeplein 11, DQ111 (kas, te bereiken via noodtrap in C-vleugel)
Ergasia	Human Resource Management	Zernikeplein 23, M1.02
Ergon	Ergotherapie	Petrus Driessenstraat 3, DK.08 basement C-wing
Exploratio	Medical Imaging and Radiotherapeutic techniques	Petrus Driessenstraat 3, DK.07, basement C-wing
Facides Dione	(International) Facility Management	Zernikeplein 7, F0.23
Fiscagio	Finance Taks and Advice	Zernikeplein 7, E2.07
FSV Fysiek	Physiotherapy	Petrus Driessenstraat 3, DK.01 basement C- wing
Gente	Applied Psychology	Zernikeplein 23, M1.08
GLiTCH	Game Design & Development	Zernikeplein 11, C2.10
HARD	Hanze Racing Division	Zernikeplein 11, D1.48
Hestia	Architure, Civil Engineering, Architecture, built Environment	Zernikeplein 11, B1.35
HHS	Hanze Honours Society	Zernikeplein 11, H0.100
HMV Actis	School of business & Management Studies	Zernikeplein 7, T2.15
Homerus	Business Administration	Zernikeplein 23, E2.11
HSV	Hanze Studentenbelangen Vereniging	Zernikeplein 7, E1.47
IBS-U	International Business & Management Studies	Zernikeplein 7, I2.08
KIC	Institute Communication & Media en IT	Zernikeplein 11, D2.12
Le Baso	Pedagogical academy for primary education	Zernikeplein 9, D0.24
Linkit	Industrial product design	Zernikeplein 11, D1.61
Lijst Sterk	Lijst Student Erkend	Zernikeplein 7, E2.06
Maslow	Social Work	Zernikeplein 23, M0.18
Mesacosa	Institute voor Sport studies	Zwanestraat 35/35a en Zernikeplein 17, A2.10
Realtime	HBO-ICT	Zernikeplein 11, D2.25
Z.O.E.M.	Management in healthcare	Petrus Driessenstraat 3, DK.08 basement C-wing