

# *Starting and Running (International) Student Associations*

## *Preface*

This handbook is a joined effort by the Student Union and International Office, and is intended as a guide for students who are active as a board or committee member of an association at the University of Twente. In the upcoming pages you will find information that will help you when you are trying to start an (international) association, or running an association or committee.

The University of Twente and we as the Student Union value students taking part in and organizing extra-curricular activities, or being active. The International Office, particularly values efforts that are organized by international students for international students. All these parties try to offer help and support to stimulate student activism. This document gives a summation of all the aspects you can expect to encounter when active on a board or committee, and all the ways in which the above mentioned parties can help you.

The document features contact information for many parties, but as this information is subject to frequent change you may find it outdated. In that case you can visit the Student Union website ([www.su.utwente.nl](http://www.su.utwente.nl)) for more up to date information on associations, or Google search for the contact information of university departments and other organizations.

All in all, we hope this document will help you set you on your way of having a great time while enhancing the student life of the University of Twente!

## Colophon

*(International) Associations Handbook 2016, Student Union*

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## **1. Student Union & International Office**

This handbook is a joint effort of the Student Union and International Office. To give you an idea of what we can do for you, you will find a short description of who we are below.

### **1.1 Student Union**

The Student Union [SU] is an organization governed by students that looks after the interests of all students at the University of Twente [UT]. The SU is responsible for writing and executing policies concerning all extracurricular activities, including sports and culture, entrepreneurship, campus facilities, internationalization and integration. Over a hundred associations, committees and foundations - including the study, sport, performing arts, world and social associations – fall under the SU. Additionally, the SU organizes various events such as the Kick-In, Create Tomorrow and the Skills Certificate, sells the UnionCard, and runs the UnionShop and the Atrium. Finally, the SU is in possession of four buildings: the Pakkerij (which houses four large social associations), the Bastille, Wall Street (study area in the city center) and the Water sports complex.

Through a team of six board members, and dedicated student employees and countless volunteers, we work for all students to have the best possible experience during their time at the UT. Next to organizing events and offering students discounts and UnionDeals, we are here to help you if you want to be an active student! We offer (financial) support, advice, facilities and training programs to help make starting and running your own association, business or student initiative a success.

To quickly get more information about all that we do and offer, visit our website: [www.su.utwente.nl](http://www.su.utwente.nl)

### **1.2 International Office**

The International Office [IO] is devoted to facilitating intercultural exchange and providing university students with the opportunity to discover, learn, and enjoy an (academic) culture other than their own. It supports both international students coming to the Netherlands, as well as current UT students who would like to go abroad as part of their study program.

Because of these goals, the IO encourages international students to become active beyond the direct scope of their studies, and support internationally themed student initiatives. The IO can be used as a source of knowledge, and is always willing to assist you while exploring your association's goals and possibilities. In some cases international student associations can also gain financial support from the IO.

For more information and contact visit <https://www.utwente.nl/en/education/international-students/support-contact/#contact-international-office> or [www.facebook.com/groups/UTinternational](https://www.facebook.com/groups/UTinternational).

## **2. Starting an association**

There may be different reasons why you want to start an association. For example, you may feel that the UT does not yet have an association that matches your interests. To get an overview of some of the existing associations, check: <https://su.utwente.nl/en/student-life/student-associations/>

Alternatively, you might want to start an association because you feel an existing association cannot cater to your need. For example, an existing performing arts association by necessity has Dutch as its only spoken language. If all options to adapt the current association are exhausted, you may start a new association. When you start an association which is duplicate of or similar to an existing association, possibilities for unifying these associations will be investigated when resources become scarce.

### **2.1 Types of associations in terms of purpose**

Once you have decided you want to start a new student association, you need to establish in which category your association would fall. The UT distinguishes seven categories: study, sports, performing arts, social, world, business and other. In the past associations could also be distinguished on their international focus, but as all associations are increasingly becoming international this distinction is no longer used.

#### **Study**

It is unlikely you can establish an additional study association, as all study programs already have a study association. It is also not desirable to establish more than one study association per study. If you are interested in study associations, we recommend you become active at your current study associations instead. Regardless, it may be possible to establish an association promoting the academic and/or professional development of students outside their study. To learn more about the possibilities, contact the Student Union ([studentunion@union.utwente.nl](mailto:studentunion@union.utwente.nl)).

#### **Sports**

The University of Twente already houses many different sports associations, but perhaps one practicing your sport is missing. The resources for sports associations are managed by its umbrella, the Sport Koepel ([info@sportkoepelut.nl](mailto:info@sportkoepelut.nl)) and the Sports Center ([secretariaat@sport.utwente.nl](mailto:secretariaat@sport.utwente.nl)). Therefore, these are the parties you need to contact to start a new sports association. Sometimes they'll ask you to do more research, or to attempt to house your ideas under an existing association.

To practice your own sport in an association, you'll need an appropriate location, materials and an (assistant) instructor. Please note that for health and safety reasons, sports associations with members from different nationalities need to be able to instruct members in English – even if the main language of the association is a different one. To help cover your association's costs, especially if you are going to organize matches or tournaments, you might also need subsidies.

When starting a sports association, we advise you to apply for Union recognition. See appendix 1 for more information.

### *Performing arts*

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The things you'll need to start a performing arts association are similar to those needed for a sports association. In this case however, the parties that you need to contact are the umbrella Apollo (Apollo@utwente.nl) and the Vrijhof Culture Department (vrijhof-cultuur@utwente.nl). For performing arts associations too, we recommend to apply for Union recognition. See appendix 1 for more information.

### *Social*

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All associations are social places, but within social associations socializing is the main focus. A few large general social associations already exist, and it might be hard to compete with them. However, you may start a social association that distinguishes itself by its unique focus. For example, because it focuses on people of a certain religion or lifestyle. The umbrella for the larger social associations is FACT (pkvfact@utwente.nl), but for starting a social association you may also contact the SU directly.

### *World*

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World associations are associations representing a certain country or culture, or in some cases are especially focused on connecting students from all over the world (e.g. ESN Twente). Currently, there are many countries that aren't yet represented in an association, and new initiatives that want to stimulate integration are always welcome. The umbrella association for world associations is UniTe (president@unite.utwente.nl), but the SU can also be contacted directly.

### *Business*

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Business associations bring students closer to the labor market – through connecting them with companies, develop themselves through internships, or allowing them to start their own businesses. If your skills, motivation and network are not fit to help the existing business associations, perhaps it is time to start your own. The business associations fall under the umbrella Plato, which can be contacted through plato@union.utwente.nl

### *Other*

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Perhaps you have an idea for an association that fits in none of these categories. This is not a problem. Contact the SU with your idea, and we'll help you develop it further.

## **2.2 Types of associations in terms of legal aspects**

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Once you have a general idea of what kind of association you want to start, the next step is to make legal arrangements. There are two options for associations: An association with full legal capacity, or one with limited legal capacity. An association with full legal capacity has its statutes taken up in a Notarial Act. We strongly recommend you start an association with full legal capacity, and the remainder of this document is tailored to that scenario.

The benefits of starting an association with full legal capacity as opposed to one with limited legal capacity, is having an association which can own its own property and have its own debts. This serves to protect you and other board members, as board members of an association with limited legal capacity can each be held personally accountable for the debts of the association. This means that if

the association gets in financial trouble, creditors can demand payment from the personal accounts of each of the board members (and sometimes former board members). This situation could have far-reaching consequences, and should be avoided! Another benefit of having an association with full legal capacity is it being a requirement to be able to apply for certain subsidies.

### 2.3 Steps to take

As outline above, there are things you need based on what kind of association you want to start. Aside from that, however, there are also some purely organizational aspects that are needed to start and run your organization. Below a step by step guide of what to do.

#### 2.3.1 Step 1 - Postal Address

The first thing you'll need is a postal address. Without it, many of the other administrative steps of starting and running an association will be impossible. This includes registering at the Chamber of Commerce, opening a bank account, and receiving subsidies. If you do not yet have your own postal address, you can (temporarily) use the SU's. When doing so, however, you should discuss with the SU how to retrieve incoming mail. Additionally, please let us know when you've changed your postal address.

The postal address of the SU you should use is:

Student Union University of Twente  
t.a.v. <your association>  
Bastille, Room 332  
PO Box 217  
7500 AE Enschede

#### 2.3.2 Step 2 - Statutes and registration

In order to establish an association with full legal capacity, you'll need to establish your statutes in a Notarial Act, register at the Chamber of Commerce, and open a bank account.

##### Statutes

The statutes of an association with full legal capacity are established with the help of a notary. In the statutes the very core of what your association is and how it functions will be established. The statutes always need to include:

- The name of the association
- Which municipality the association was established in (e.g. Enschede)
- When the association was established
- The purpose of the association (e.g. to allow students to practice sport X)
- The obligations that members have, or the way their obligations are established
- The way a General Meeting (ALV) will be called together
- How board members will be appointed and discharged
- How a monetary surplus will be allocated if the association is dissolved, or the way in which this will be established.

Additionally, you may want to include definitions of important concepts, such as what you regard as a member or a General Meeting. Furthermore, it could be beneficial to establish some policies for sensitive matters, such as when a sufficient majority has been reached during a General Meeting to accept or reject a matter up for vote. This gives you something to fall back on when a discussion arises.

Changing the statutes is expensive and time-consuming. All members must be explicitly invited to a General Meeting, with at least seven days' notice. At the General Meeting they must be explicitly agree with the proposed changes to the statutes. Next, the changed statutes have to be recorded in a new Notarial Act. Thus, you should take great care to formulate your statutes precisely as they should be the first time. Whenever your statutes have no clear statements about something, the law applies instead. Day to day matters of running the association, such as how often to throw a party or the height of the membership fee, are best recorded in a separate document that your board members can more easily change to adapt to new situations or insights.

For help finding a suitable notary, or more information, contact the SU.

### *Registration at the Chamber of Commerce*

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All associations with full legal capacity need to be registered in the trade registry of the Chamber of Commerce (Kamer van Koophandel) in the city where it was established. When registering, a copy of the Notarial Act needs to be handed in, as well as information about the board members and those enabled by the statutes to represent the association. When the board members change, this information needs to be updated. The registration at the Chamber of Commerce is important to help protect board members from personal liability.

Contact the Chamber of Commerce on 053 - 484 98 49, send an email to [oost@kvk.nl](mailto:oost@kvk.nl), or check out their website <https://www.kvk.nl/>

### *2.3.3 Step 3 - Bank Account*

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Once you have taken the steps mentioned above, you need to open a bank account. It will be necessary to have a bank account to receive subsidies or FOBOS payments. When attempting to open a bank account, make sure you have documentation of the above-mentioned steps as well as your personal identification documents with you. Banks may ask you for a copy of your statutes and copies of the passports of one or several board members. If you are uncertain of what you'll need to bring to open a bank account, call your bank of choice before your appointment.

### *2.3.4 Step 4 - Visibility*

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Once you have created your association, you need to draw people's attention so that those interested can join. Detailed information can be found under 3.2.6.

However, there are some technical things you should take into account at this point: When starting a website you should be able to use a University of Twente domain. Contact the SU if you want to know how to arrange this. Additionally, do **not** feature information about admission, study programs, procedures and/or deadlines of the UT on your website. These things are subject to frequent change and thus easily become outdated. It is better to link to the relevant UT pages.

Furthermore, Facebook is the most popular social media platform in The Netherlands and among UT students. Investing in a Facebook presence is thus an important way to create visibility. You can choose between a public Facebook page or a Facebook group - or both. Each has its own dynamic and advantages and disadvantages.

### **2.3.5 Step 5 - Office**

To have a place for the board or committee to work out of, store your association's belongings, and for people to meet, you could choose to rent an office. When your board or committee needs to attend to the association's business (nearly) full-time it would be very beneficial to have an office. However, renting an office can be costly, so it might not be worth it if you will not use it.

If you want to know more about the opportunities to rent an office and related financial arrangements contact [accomodatie@union.utwente.nl](mailto:accomodatie@union.utwente.nl). The SU also offers subsidies for renting an office, which can be applied for through the same channel. Finally, the SU offers offices in the Bastille to (international) associations. For performing arts or sports associations, it is recommended to contact your umbrellas about renting an office.

If you are a world association and are not planning on getting your own office, but would still like to have a place to store your belongings and occasionally use as a meeting space, you may contact UniTe ([secretary@unite.utwente.nl](mailto:secretary@unite.utwente.nl)). With them you can discuss the possibility of participating in an office sharing plan.

### **2.3.6 Step 6 - Union recognition**

As with renting an office, applying for Union recognition is not obligatory. Yet, it may be beneficial if you do. For more information on the benefits and how to apply you can check Appendix 1, or the SU site <https://su.utwente.nl/en/for-boards/raise-new-association/>

## **3. Running an association**

Although the upcoming sections speak of how things work for associations, most of the information applies to committees as well. Where the information differs, it will be noted. Therefore, if you are on a committee or your organization has a committee, this information might also be helpful for you.

### **3.1 Daily life of an association**

Once you have established your association, you can start pursuing its purpose. How to organize your association is up to you, but in this chapter we provide you with some suggestions.

#### **3.1.1 Internal organization**

Within an association each board member is usually assigned a specific role. The three basic roles within an association are president (chairman for committees), treasurer and secretary. Additional roles may be assigned depending on the purpose of the association. Examples are promotion, communications, external relations, and events.

Below we have included an overview over a standard task division. However, a different task division can also be established.

### *President*

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As president you prepare and preside over the board meetings and write the policy plans for the upcoming year. Aside from this, you guide and support the other board members, making sure everyone does their tasks. Furthermore, you are the face of the association and represent it in meetings with other organizations at the university. Keep in mind, however, that as president you do not carry the sole responsibility – the other board members are expected to contribute equally and should be stimulated to do so. Finally, the president usually carries the main responsibility for writing out year plans (i.e. what are we going to do?) and annual reports (i.e. what have we done?).

A vice-president can be appointed to replace the president when (s)he is not available.

The role of vice-president can be held in combination with another role.

### *Secretary*

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The secretary takes minutes during meetings. The minutes are an overview of what was discussed and decided during a meeting. At the bottom of the minutes there is a list of things to do for each board member. Additionally, the secretary is responsible for (swiftly) taking care of incoming (e-)mail, and keeping the archive and members administration neat and up to date. Finally, the secretary can be made responsible for informing members, amongst other things through newsletters and the website. However, some associations choose to appoint a separate person for this.

### *Treasurer*

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The treasurer is responsible for the financial matters of the association. The treasurer formats a budget plan at the beginning of the year, keeps track of expenses and checks and carries out all transactions. At the end of the year the treasurer writes up a financial report of the entire period (i.e. the annual financial report). Be aware that if your association has committees, the treasurer also needs to keep track of their budget, expenses and transactions.

It is important your treasurer is committed and precise, as inadequate bookkeeping can put the association or its board members at risk.

### *Board member liability*

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As mentioned above, sometimes board members can be at risk due to their conduct. If you have established an association with full legal capacity, under normal conduct board members should be protected from being held legally accountable for the association's (financial) problems.

However, if board members engage in considerable malpractice, or if their inappropriate governing has damaged the association considerably, they can be held personally accountable. An example of this would be a board member using money from the association for private expenses.

Every year at the financial meeting the annual report and conducted policy needs to be approved. Once this has been done, the collective liability of the board expires and a new board can be installed.

In case of big financial problems you can contact the Student Union for help (studentunion@union.utwente.nl). As a world association you can also contact your contact person at

the International Office or reach out through their general mail address (internationaloffice@utwente.nl).

To prevent these problems from occurring in the first place, associations receiving subsidies from the IO are asked to send them an update of their finances every two months.

### 3.1.2 Meetings

To discuss things with all (board) members, an association needs to conduct meetings. These consist of board meetings (at least once every week or every two weeks) and General Meetings (once or twice a year). Committees often do not have General Meetings.

#### Board meetings

To keep your association running smoothly and allow every board member to give their input, board members should regularly meet collectively. According to an agenda different relevant topics are discussed, for example: upcoming events, invitations for collaborations, promotion plans, adaptations to the membership fee, progress on board member's tasks, the functioning of committees or problems that were encountered.

The president or chairman shouldn't be the sole speaker, but should make sure everyone's expertise is used optimally. They pay attention to time management and make sure all attendees get a turn to speak. The agenda is a supportive instrument in this. Though the agenda is composed by the president, every board member can suggest topics for the agenda of upcoming meetings.

Commonly, the structure of a meeting is as follows:

- *Official opening:* At this point the president officially starts the meeting. This should be a signal for everyone to start paying attention.
- *Agenda option:* Attendees can request additional points to be added to the agenda of the current meeting
- *Minutes:* Here the minutes from the last meetings are briefly reviewed. This part is also used to review the to-do list and determine if everyone has completed their tasks.
- *Announcements:* This is the time for brief statements, such as that you have to leave on time.
- *Agenda items:* Here the agenda items are discussed. These should be between one and seven items. Make sure not to put too many items on the agenda, so everything can be discussed thoroughly.
- *Any other business:* If they don't fit in the other categories, topics that came up during the meeting and cannot wait until later can be discussed here.
- *Questions:* If any of the attendees have any questions they can be asked here.
- *Closing:* Here the president officially closes the meeting.

#### General Meetings

The General Meeting is a meeting for all members of an association. When conducting one, all members should be explicitly invited. The board is obliged by law to call for a General Meeting within six months after the end of the fiscal year, and at least once a year. The General Meetings have several

purposes. First of all, they are ideal for your members to get an overview of what the board did in the last year and/or what their plans are for the coming year. General Meetings are also an opportunity for members to give their opinion or input about different subjects concerning the association.

At a General Meeting the board needs to give an account of their annual report and expenses, and justify their conducted policy. Every year the General Meeting needs to approve the annual report and the conducted policy, which lifts the collective liability of board members. The General Meeting is also used to appoint or approve a new board. As discussed under 2.3.2 the General Meeting can also be used to change the statutes. For this at least seven days' notice should be given before the meeting. This too is the case if you want to dissolve the association.

At a General Meeting each member has one vote for each topic. If it is formalized in the statutes, members can empower another person to vote for them if they cannot attend themselves. Most issues can be resolved by a simple majority of people present. However, different regulations may have been established in the statutes. It is best to consult your statutes before conducting a General Meeting.

### **3.1.3 Income**

In order to organize activities, you need to think about how your association will gain an income. There are several ways to do this, which will each be described below. Usually, the membership fee is the primary source of income for associations. Committees are usually funded through the association they fall under.

In general, there is a prohibition for all legal forms mentioned above to pursue making a profit. A possible surplus has to benefit a shared cause, for example new practicing materials or a dinner for all members. It is prohibited to distribute the surplus amongst the (board) members.

#### ***Membership fee***

An association has members who normally contribute a yearly or even a monthly membership fee. Normally membership fees range from € 10 - €30 per year. Do note that members may also have to buy a UnionCard and/or pay an association charge. Take this into account when setting your membership fee – an optimal balance between should be found between generating enough income and keeping the costs for potential members low enough to make membership appear attractive.

#### ***Entrance fee***

When you organize an event, you can ask a small entry fee to help cover some of the costs. You may take a look at some similar events to see what a reasonable entrance fee is. It is possible to offer different entrance fees to members and non-members.

#### ***Subsidies***

Aside from the income that you generate yourself, you may be eligible to one or several subsidies. It is possible to receive a subsidy from the International Office, the Student Union or directly from the university.

### *Subsidy from the International Office*

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International Office acknowledges the importance of international student associations, because they may play an important role in making international student feel at home at the University of Twente. Additionally, they can contribute to the integration between international and Dutch students. If your organization aims to organize events that will help integration between international and Dutch students, your association may be eligible for subsidy from the International Office.

To apply for this subsidy you need to send in a request including a report. If your association has never received subsidy from the International Office before, the report should list all the actions and events that are planned for the upcoming year. If you have received subsidy in the preceding year, you also need to include the report from the preceding year, supplemented with a review of all activities. In order to receive subsidy the International Office may also specify some promotion activities you need to undertake.

Please note that the full subsidy request needs to be send in to your International Office contact in November, but definitely before the end of December.

Be aware that both the request and report(s) need to follow a specific format. This format can be requested through [internationaloffice@utwente.nl](mailto:internationaloffice@utwente.nl)

### *Subsidy from the SU*

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The Student Union wants all students to be able to look back on a great time. Part of that can be arranged through active associations that enhance student life. For this, the SU offers different types of subsidies. Some are meant to help associations adapt to the ever greater influx of international students, others for circumstances independent of that. Each possible subsidy will be discussed below, but details on each can be found on the website: <https://su.utwente.nl/en/subsidies/>

### *Translation*

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To keep your influx of (active) members steady in an ever more international university, it may be time to translate your website and policy documents to English. If you wish to hire someone to do this for you, you may apply for a translation subsidy.

### *BHV*

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For larger events you may need the presence of a BHV'er ("bedrijfshulpverlener" or "corporate emergency assistant"). Under normal circumstances, the BHV'er employed by the university should suffice. Sometimes, however, it may be relevant to train your own BHV'ers. If you are Union recognized, the SU may choose to subsidize you for this.

### *Specialists*

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Situations may occur where you need assistance of a specialized professional such as accountant, collection agency, lawyer or notary. Once every three years you may get a subsidy of up to 500 euros for these expenses. If you need to make use of a notary to changes your statutes a separate subsidy of 500 euros can be applied for once every three years as well.

### *Special event or initiative*

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If you have a large event or cool new initiative that exceeds the boundaries or the normal conduct of your association, it may be possible to gain a subsidy to realize this. Check the Student Union website for more information: <https://su.utwente.nl/en/subsidies/opportunities/>

### ***Sponsorship & other options***

Aside from subsidies, you can also try to secure a sponsorship. This means that you get money, goods or services from an organization in exchange for promoting them or their interests. For example, a local restaurant may provide you with (themed) food and drinks if you mention their name several times during the event. You could also sell advertising space on your website. Finally, if your event or association is linked to a specific country, you may try to gain a subsidy from their Embassy.

### ***Gifts & legacies***

Gifts and legacies are financial sums that are given to your association without a direct service or compensation delivered by the association. It is wise to consult a notary in case of gifts and legacies because of possible gift and succession taxes that may apply.

#### ***3.1.4 Members administration***

A members administration is a clear overview that gives information about the number of members, their names, contact information, addresses and whether they have already paid their membership fee. A good members administration isn't too difficult to understand or keep track of, so that it can easily be transferred to the new board. Furthermore, it is important to make sure your members administration is frequently backed up – the loss of it can be a major set-back for your association. Equally important is assigning the responsibility to keep track of the members administration one particular board member (e.g. the secretary) – this reduces chances for neglect and confusion. As committees mostly do not have members, they are unlikely to require members administration.

The SU has a members administration template that you could use for your association. Send an e-mail and ask for the template.

#### ***3.2 Organizing an activity or event***

Both boards and committees are likely to organize an event at some point. What exactly you will need to do, depends on what kind of event you are organizing – a sports tournament obviously has different requirements than a party. However, we have compiled a list of steps you are likely to face for each kind of event.

##### ***3.2.1 Collaboration with different associations***

Before starting to set up an event, it is worth considering if there are any other organizations you could collaborate with. There are many benefits to collaborating to organize an event. For example, through collaboration you could share resources (manpower and monetary), or easily increase the scope and attendance of your event. When organizing your event together with a similar organization (e.g. an association falling under the same umbrella), it also prevents having to compete with each other for attendees and participants. However, it can also be very rewarding to collaborate with organizations that differ from you. For example, a dinner party may be enhanced by entertainment from a world or

performing arts association. And a study association may have the network and know-how to help you set up an inspiring conference or network day.

As sometimes it may take a while for organizations to have discussed and checked the feasibility of your proposal internally, it is best to contact parties you wish to collaborate with early on in the process.

### 3.2.2 Locations

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Selecting an appropriate location and making sure it will be available at your desired time is crucial. Think about what you need, and once you are settled, try to make a reservation. Take into account you may need additional time before and after your event to set things up and clean – your reservation should cover this time too. If a location offers additional facilities, always be clear in your communication about which you do and do not want to use. Furthermore, don't forget to inquire about costs that may be attached to the use of facilities.

#### Bastille

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The Bastille aims to be *the* student life building, and through the Atrium, Global Lounge, Vestingbar and meeting rooms offers a wide range of possibilities. From party to workshop, from fair to performance, the Bastille should have something suitable for you. Appendices 2 and 3 explain the possibilities and reservation procedures of the Atrium and Global Lounge.

The Vestingbar offers the possibility to make use of a small bar, a large bar and/or a cinema. You can house parties and drinks with up to 300 guests in the Vestingbar. Hourly rental rates start at €20 euros an hour. Communication about the bars should go through [reserveringen@vestingbar.nl](mailto:reserveringen@vestingbar.nl), and about the cinema through [evenementen@vestingbar.nl](mailto:evenementen@vestingbar.nl). The Vestingbar wishes for you to send your reservation request in at its latest 2 weeks before the intended date.

#### Sports Center

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The Sports Center is the main location for all sports activities and offers several large and small sports halls. Some halls will come with specific equipment. There is also an indoor pool and a bar – the latter being a good location for pub quizzes. The Sports Center also manages the outdoor sports facilities on the campus, such as the baseball, beach volley ball and soccer fields, as well as the outdoor pool and running track.

You can contact them through 053 - 489 8001 or [secretariaat@sport.utwente.nl](mailto:secretariaat@sport.utwente.nl)

#### Vrijhof

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The Vrijhof houses the Audio Hall, Agora and Amfitheater, which may be great locations for performances or lectures. For more information and reservations contact their service desk at 053 - 480 8002.

#### DesignLab

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The DesignLab is a multidisciplinary and creative environment for research, design and education at the University of Twente. Here, researchers, students and external partners from various disciplines come together to work on innovation projects that connect recent scientific insights with actual

societal challenges. If you wish to organize a workshop or lecture that is related to this, the DesignLab might be the location you're looking for. For more information and reservations: [https://www.utwente.nl/DesignLab/forms/event\\_request/](https://www.utwente.nl/DesignLab/forms/event_request/).

### *Other university buildings*

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For lectures, workshops, information briefings, and conferences some of the other university buildings (i.e. Horst, Carré, Waaier, Zilverling, Ravelijn, Cubicus, Spiegel) could be considered. Note that specific regulations may apply. To enquire about possibilities, contact their respective service desk.

### *Student cellar bars*

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Some buildings also host student cellar bars run by study associations. Currently these are Beneden Peil (ConcepT, ConcepT@ConcepT.utwente.nl) and Diep Zat (Isaac Newton, bestuur@isaacnewton.nl) at the Horst, and MBasement (Stress, info@stress.utwente.nl) and Abscint (Scintilla, bestuur@scintilla.utwente.nl) at the Zilvering. Contact the respective study associations to enquire about possibilities.

### *Outdoors*

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Perhaps when the weather is nice, you wish to organize an event outdoors. Perhaps a sport activity at the running or fitness track, or an outdoor party at the BBQ and DJ place across the Bastille. Or maybe you're looking to use a non-specific part of the campus grounds by organizing a picnic or scavenger hunt. These possibilities are open to you, but please do take into account the rules detailed under 3.2.3 and 3.2.4.

### *City center of Enschede*

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The final possibility is to organize a drink or dinner at the city center. There are many public cafés and restaurants to consider, and you should determine for yourself which is suitable. Note that large groups may require a reservation, and that some places may enforce a dress code or code of conduct.

There may also be the possibility to use the Pakkerij building, which is owned by the SU and ran by the larger social associations. Contact the SU or their umbrella (pkvfact@utwente.nl) for more information.

### **3.2.3 BHV'ers & safety**

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To ensure the safety of the people attending your event, you'll need to have enough certified emergency assistants available (BHV'ers). The more people you expect, the more BHV'ers you'll need. The Event Desk can tell you the exact number you'll need for your event.

Aside from BHV'ers, you may need to take additional safety precautions. For example, you need to make sure exits aren't blocked, fire hazards are avoided, and equipment is properly set up.

### **3.2.4 Registering your event / Contacting the Event Desk**

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For safety reasons, all events of over 20 people taking place inside university buildings, partially or fully outside of regular opening hours, should be reported to the Event Desk at least 5 days prior to the

event. All outdoor gatherings on campus of over 20 people should be reported to the Event Desk at least 4 weeks in advance. The Event Desk can also offer suggestions about safety measures, renting equipment, and deciding what the best location is for your event. Please note that if you fail to register an event, campus security has the right to cancel it at any moment.

You can register an event through the Student Union website <http://www.studentunion.utwente.nl/verenigingeninfo/en/bijeenkomstmelden/> or contact the Event Desk directly at: [evenementen@utwente.nl](mailto:evenementen@utwente.nl) / 053 - 489 1010. This functionality is currently only available at the old SU site. If the link no longer works, however, try to find the function on [su.utwente.nl](http://su.utwente.nl)

### **3.2.5 Consumptions & materials**

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Once you have ensured your event can happen, you need to make the preparations to make it fun. First of all, you may want to offer your guests something to eat or drink. In the Bastille an SU bar in the Atrium might be a good option. For on campus catering the university has a contract with Sodexo: <https://www.utwente.nl/en/campus/reservations/catering/>.

Secondly, think about what additional necessities you have to buy or rent, and make sure it is clear who is going to take care of that. Microphones and musical equipment can be rented through the Vrijhof Cultural Department. A separate beamer or goPro can be rented through the UnionShop. The use of sport equipment should be discussed with the Sports Center. Finally, the Student Union offers various UnionDeals through: <https://su.utwente.nl/en/UnionDeals/>

### **3.2.6 Promotion**

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A vital part of organizing a successful event is promotion. Don't underestimate the importance of this, and make sure to assign an appropriate part of your event budget to promotion (at least 10%).

When your event is intended for your members only, inviting them through a mailing list or Facebook event may be sufficient. However, if you want to attract non-members as well, or gain new members, there are some other things you may want to do. A few examples are:

#### ***Online presence***

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Having a strong online presence, with a neat website and an active social media presence, can help you a long way. A website works best when the design is pleasant to look at, and information is up to date and can be found intuitively. Union recognized associations will also be featured on the SU website.

The most popular social media platforms in the Netherlands are Facebook, Twitter and Instagram. Therefore, these can be very useful to draw attention. However, if you wish to target students of certain foreign nationalities, it could also be useful to invest time in a presence on social media platforms popular amongst them. If you have a Facebook page, regular updates about upcoming events, past events, what the association is doing, and messages about things related to your association's purpose can make your page interesting for followers. Additionally, posting about your event in Facebook groups popular among UT students, may gain you extra exposure with minimal effort. When making a Facebook event, make sure to have all your (board) members invite all their friends.

Finally, you can compose a mailing list for members and other interested parties, which you can use to tell these people about upcoming events. This can either be done through a regular newsletter or a mail when an important event is coming up.

### *On campus presence*

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To let people know your association or committee exists, it is important to have a good on campus presence. This means partaking in events that are especially designed to showcase associations, such as the Activism Market and certain days of the Kick-In. However, collaborating with other associations and committees for larger events and showing people that your organization is there can also help. Furthermore, if you ask, you'll find most lecturers willing to allow you to take a few minutes of their lecture time to address students in class. Finally, you could organize a pop-up event at a busy spot on campus. For example, a surprise performance or demonstration for performing arts and sport associations. For other associations engaging people in a talk about who you are and what you do while giving something away for free might work well. Be creative in this regard, as unusual things are likely to attract more attention.

### *Posters & flyers*

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A conventional but effective strategy to attract the attention of non-members is spreading posters and flyers on campus. Keep in mind however, that there are always a lot of posters and flyers around, so your design needs to pop to attract people's attention. The poster should have all the necessary information: date, time, location, cost, who is organizing it, and a link to more information / the sign-up (if there is one). Keep in mind that flyers are smaller and thus need to be more minimalist than posters.

Each building has designated places where posters may be hung. Usually enquiring at the building's service desk if it is alright to hang up posters will help you along. You may also ask study associations if you could hang a poster in their office. Flyers can be placed on tables in study areas or cafeterias. You could also choose to hand them out to students directly.

Finally, several LED screens have been placed around the campus. These can be used to display digital posters for exceptional events. Smaller screens may also be used for recruitment. At the moment this guide was written, the contact person is Olaf Stokkers ([o.stokkers@utwente.nl](mailto:o.stokkers@utwente.nl)). If this information is no longer correct, contact the SU directly for further assistance.

### *Use your network*

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Many associations fall under an umbrella. When you are organizing an event, you could ask your umbrella association to spread the word to the other associations falling under it. Perhaps you could also contact certain associations directly to request of them to invite their members. Finally, students of the ITC faculty may also be interested in your event. As their faculty is located off-campus however, it is wise to contact their study association. You can request their most current contact info through [internationalization@union.utwente.nl](mailto:internationalization@union.utwente.nl) or [info-itc@utwente.nl](mailto:info-itc@utwente.nl).

Furthermore, the International Office is willing to feature international associations on their website. To arrange this you will need to submit your association's contact details and a high resolution logo to the International Office.

### **Student Union**

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The Student Union is there to support all associations, and has considerable reach. Therefore, you may ask to be featured on their website (<https://su.utwente.nl/en/events/>). Furthermore, you may always contact the SU to discuss other promotion options as well ([studentunion@union.utwente.nl](mailto:studentunion@union.utwente.nl)).

### **Other options**

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Sometimes getting UT Nieuws or Student News to publish something about your association / event can be a major advantage. To contact UT Nieuws check <http://www.utnieuws.nl/redactie>. Student News can be contacted through [student-news@utwente.nl](mailto:student-news@utwente.nl). If you need help formatting your article correctly, or gaining a response from the above-mentioned parties, don't hesitate to ask the SU for help.

Finally, if you are hosting a big event to which you want to attract people from outside of the university, you could contact the municipality of Enschede. They will only feature events that enhance the profile of Enschede as a city, so it might be useful to check out their website first: <http://www.uitinenschede.nl/>. If you believe your event is suitable contact [info@enschedepromotie.nl](mailto:info@enschedepromotie.nl)

### **3.2.6 Rules and Regulations**

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To keep everyone happy and safe, it is necessary to have a few rules. These are rules that are set up and enforced either by the UT, the municipality or the law.

First of all, it is necessary to stress once again that you report all gatherings expecting more than 20 participants within the given time frame. Failing to do so can get your gathering terminated by UT security or police.

Secondly, you need to practice volume control at any event. The general rule is that no music may be audible outside the campus. The municipality and UT have agreed that for only eight events and four concerts each year, less strict noise levels will apply. Which events and concerts will fall under those regulations will be decided by the Event Desk. If you fail to control your volume, complaints from nearby residents may lead to the police or UT security terminating the party. Gross violations may even lead to fines of over €1000,- which will have to be paid by you.

Finally, the safety of the event needs to be watched. This means having enough BHV'ers, but also sticking to general safety regulations. Two weeks prior to the event the Event Desk may want you to provide them with an emergency plan. If you are organizing an event in a third party accommodation on campus (e.g. Acasa), you need to comply with their rules as well as the UT rules. Events in third party buildings that are too large to be considered private always need to provide an emergency plan. At any time during the event UT security or the HR department may check on compliance with regulations. Failure to comply may also be a reason to terminate the event.

If you are uncertain about which measures to take or which regulations you need to comply to exactly, it is best to deliberate with the Event Desk prior to your event ([evenementen@utwente.nl](mailto:evenementen@utwente.nl) / 053 - 489 1010).

#### **4. Internationalization**

The number of international students at our university is growing at a fast rate, and will continue to do so. The UT has a future as an international university. To support this goal of an international university, changes are occurring. For example, all study programs have been transformed to English. This trend affects student life as well.

To protect the livelihood of your association, internationalization and integration are now more important than ever. As an ever increasing percentage of all students will be international, you'll be ignoring an ever greater group of potential members if you do not make an effort towards them. Additionally, more and more international students are coming to the UT for long-term stays, which means they'll naturally be more interested in student life. Perhaps they'll even want to become active in your association.

We understand however, that adapting to the new circumstances may cause some strains. Therefore, the Student Union and International Office offer their help. The International Office may choose to subsidize events and associations that promote integration. See appendix 4 about how to apply for this subsidy. The Student Union on the other hand offers a translation subsidy, for example to have your website or statutes translated to English. Check the website for more information <https://su.utwente.nl/en/subsidies/opportunities/services-fund/>.

Furthermore, an internationalization platform has been set up to tackle university wide internationalization problems. Each umbrella is represented in it, so do not hesitate to take internationalization problems to your umbrella association. Finally, from time to time the SU may ask you how your association is handling the internationalization process, which is meant to identify and overcome problems. However, you may also ask for assistance and advice regarding internationalization problems at any time. You can do this by contacting [internationalization@union.utwente.nl](mailto:internationalization@union.utwente.nl)

#### **5. Other support**

Aside from help with internationalization, the Student Union and the University of Twente can help boards and other active students in other ways as well.

##### **5.1 Training programs for you and your members**

###### **For Union recognized boards**

The Student Union offers training sessions for board members of Union recognized associations in the form of the Board Improvement Program. This is a training program meant for board members to get more out of their board year. For more information on the Board Improvement Program go to: <https://su.utwente.nl/en/for-boards/board-improvement-program/>

###### **Other options**

For non-recognized boards, committees and (active) members there are training and development options as well. The SU Skills committee offers different kinds of short (a few hours) and long (one or multiple days) training sessions throughout the year. More info at <https://su.utwente.nl/skills/>. Beside this, there are many other organizations at the UT organizing interesting training sessions and

workshops. Think for example of TCP Language Centre (<https://www.utwente.nl/ces/tcp/>), Student Affairs Coaching & Counselling (<https://www.utwente.nl/ces/sacc/en/>) and the study association(s) that you and your members are part of.

## **5.2 Compensation for your efforts**

The UT wants to be a university with active students, and therefore wishes to compensate you for your efforts. This compensation could both be monetary (FOBOS scholarships) and non-monetary (activism certificates, recognition on diploma). For some forms of compensation, your organization must be recognized by the university's graduation Support Committee (CVA). In practice, monetary compensation is mostly reserved for long-term (min. 40 weeks) full-time board members. For more information see: <https://su.utwente.nl/en/for-boards/appreciation-activism/> and <https://www.utwente.nl/en/ces/sacc/regulations/fobos/>. Feel free to contact the SU or the CVA ([cva@so.utwente.nl](mailto:cva@so.utwente.nl)) with questions or requests for assistance in applying for these forms of compensation.

## **6. Ending your board membership**

### **6.1 Changing the board**

Usually each board member is replaced after a stay of a year. This usually benefits the board members (after a year they may need or want to focus on something else), and the association (new people bring new energy and ideas). In some cases the entire board changes at once, and sometimes only half of the board changes at a specific time. Most boards change just before or after a summer or winter break, but you are of course allowed to select any moment you like.

#### **6.1.1 Recruiting & installing a new board**

A new board will not magically appear after you leave, so take into account you will need to recruit your successors during your time on the board. We advise you not to hold this off till the very last moment, as it may be harder than you think to recruit a new board. When you have organized an event, you may want to approach people during the event about the possibility to be on the board. Offering an information gathering with free lunch is another way to obtain interest. Additionally, the employment of the promotion strategies outlined under 3.2.6 can also help you.

Once you have found suitable candidates, you need to make their involvement tangible as soon as possible. Leaving people to wait for too long increases the chance they will have found something different to do.

If you wish for the hard work you put into your association the previous year not to go to waste, it is also important to properly inform and train your new board members. Keeping good records of your activities throughout the year and transferring these documents to them, can be a good start. If you do not have such detailed records, you may opt to compose a document with the most important information, goals and tips shortly before the transition. Furthermore, joined meetings with the old and new board members, where the new ones can observe the procedures and ask questions, can help. Finally, it can be very helpful for the individual board members to instruct and train their successors on their specific roles.

### **6.1.2 Registration**

When changing the board some official matters always need to be taken care of to avoid trouble down the road. First of all, the information at the Chamber of Commerce (Kamer van Koophandel) needs to be updated. This means the information of the former board members needs to be replaced by that about the new ones. Contact the Chamber of Commerce before-hand to discuss which things you will need to bring along to change the board member registration: 053 - 484 98 49 or oost@kvk.nl

After the new board members have been registered at the Chamber of Commerce, the registration of the bank account may need to be changed. If the bank account is registered to the old treasurer, the old and the new treasurer have to go to the bank together to change this. You will always need to bring your passports for this, but once again, it is wise to contact your bank before-hand to ask what additional documentation you need to bring.

Finally, you should update the SU, your umbrella and potentially the International Office. Let them know your board has changed, and provide them with the new contact information if the old information is no longer sufficient.

### **6.1.3 Constitution Drink**

One of the student life traditions at the UT is for new boards to hold a constitution drink. This usually happens shortly after the General Meeting during which the new board is installed (for more information on this see 3.1.2). You are supposed to invite the boards of all other associations to your constitution drink. This drink serves as a way to introduce yourselves and make your first connections with other boards. At the start of the constitution drink you are expected to stand in a line while other boards come by and congratulate you. The dress code is usually formal and your association is expected to provide free drinks and to a lesser extend snacks as well.

However, there are many playful sides to constitution drinks as well. The visiting associations are expected to give the new board a gift. However, the gifts can be silly or have a silly story attached to it (e.g. as a new association you could receive a plant because you are still small and need to grow and become strong). Furthermore, other boards may try to steal the guestbook that you have brought for people to note their attendance and congratulations. As a good sport, you are of course expected to try to prevent this theft!

## **6.2 Dissolution/discontinuation of an association**

Of course, we all hope for each association to have a long and prosperous life. However, sometimes there is no other option than to dissolve an association. There are three obvious reasons why this may happen:

- The General Meeting decides to dissolve the association
- There are no members left to maintain the association
- The association is not capable of meeting its financial obligations

In case of dissolution of an association, the last action is for a General Meeting (see 3.1.2) to appoint a member who will store the association's books and documents for seven years. This is obligatory by law. The name of this person needs to be recorded in the trade registry of the Chamber of Commerce.

If there is any money left after the dissolution, and all outstanding debts have been paid, this money will be divided over the members unless the statutes dictate otherwise.

In case of dissolution or discontinuation you are expected to inform the SU, your umbrella and potentially the International Office.

## Appendices

### Appendix 1 – Union recognition

A Union recognition is a recognition issued by the Student Union which will give you access to many advantages at the university. When you wish to apply for recognition, contact the SU and we'll walk you through the steps. Here, however, we will list what happens once you've applied, the advantages of being recognized, and the Recognition Regulations Participants Student Union.

#### Procedure

After submitting the application forms, recognition can be refused when the organization doesn't meet the requirements. When you do meet the criteria there are two possibilities: As a new association you can be granted a temporary recognition for one year first - a probationary membership. After one year the association will be reviewed on its performance regarding the initial recognition criteria. If the association has performed well, it can be recognized permanently. If the requirements are not met, the probationary membership can be extended or support for the initiative can be withdrawn. Associations which have already existed for a number of years may also be granted permanent recognition immediately.

#### Advantages

Being a Union recognized association gives you the following options:

- *Having your interests represented:* As a Union participant you can have your interests represented in our policy, and in our communications to the UT and the city council of Enschede. You can make your standpoints and problems heard through consultation meetings and lunches, or by contacting the SU directly.
- *Participating in the SU training month & Boards Day*
- *Applying for subsidies covering notary costs*
- *Applying for subsidies for special initiatives and events:* These subsidies can be applied for by all student associations and students.
- *Having your association flag displayed:* Among the Boulevard and the Drienerlolaan flagpoles are placed displaying association flags. As a recognized association you can order a flag to be displayed there. Note that not all flags can be displayed at the same time.
- *Getting an activism recognition certificate*
- *Being allowed to promote your association during the Kick-In and/or Open Days*
- *Be included in the online event calendar*
- *Being displayed on the SU website*
- *Being included in SU communication channels:* As a Union recognized association you will receive the SU newsletter, be invited to sector meetings, and generally be kept up to date on new developments.
- *Take part in the General Meeting of the SU*
- *Employing the rights specified below*

### Advantages only for permanently recognized associations

- *Participation in Board Improvement Program*
- *Participation in Association weekend*
- *Applying for translation subsidies*
- *Applying for BHV training*
- *Subsidies for Instruction, Materials and Accommodation (IMA)*
- *Renting office spaces in the Bastille*
- *Applying for renting subsidies for offices*
- *Discounts on renting Vrijhof rooms:* Associations falling under Apollo whose members have to have a UnionCard can get discounts of up to 100% on renting Vrijhof rooms. For the exact opportunities mail [vrijhof-cultuur@utwente.nl](mailto:vrijhof-cultuur@utwente.nl)
- *Free participation in a professional performance:* Union recognized associations can have their members participate in a professional performance at the Vrijhof. If interested mail to [cultuur@su.utwente.nl](mailto:cultuur@su.utwente.nl)

Feel free to contact the SU with questions about any of the listed advantages.

### Recognition Regulations Participants Foundation Student Union 22-08-2016

#### Definitions

<i>Facility card obligation</i>	Associations for which Instruction, Material & Accommodation are (partly) financed by the Student Union, and to which members can only gain access if they own a facility card (UnionCard).
<i>Umbrella</i>	The institute that represents the interests of a specific sector.
<i>Primary target audience</i>	Students of the University of Twente.
<i>Sector</i>	A subset of associations/foundations that distinguishes itself from other associations/foundations within the student community through its character and goal.
<i>Foundation</i>	An organization that organizes certain activities for interested people, but does not have members.
<i>Association</i>	An organization that has members who share a mutual interest by executing one or more activities.

#### General provisions

##### Article 1. General provisions

1.1 The Main regulations of the Student Union apply to these regulations.

#### Sectors, categories and conditions recognition

##### Article 2. Sectors

2.1 The Student Union has the following sectors:

a) Sports;

- b) Performing arts (culture);
- c) Study;
- d) Social/‘Gezelligheid’;
- e) World;
- f) Others (for this purpose Business associations fall under other).

#### Article 3. Additive differences participants

3.1 The Student Union in addition distinguishes between Union participants based on the following:

- 1. Union participants with or without Facility card obligation;
- 2. Union participants with or without an umbrella function;

#### Article 4. Conditions for recognition as Union participants for associations

4.1 A Union participant should describe its goals and methods in its statutes and its Internal Rules. These goals and methods, and following from that the activities, should be adjusted to the primary target audience (the primary target audience consists of students of the University of Twente) in general and the Student Union in particular.

4.2 A Union participant should be founded for members of the primary target audience. The membership should effectively be open for members from the primary target audience.

4.3 A Union participant should broaden the existing range of activities for the primary target audience.

4.4 As reference, a Union participant should for more than 75% consist of people from the primary target audience and/or students that belong to a cooperation which the Student Union’s board has with another institute, for the facility card (for example the cooperation with Saxion Hogescholen, in the fields of Sports & Culture).

4.5 A Union participant should have at least 20 members.

4.6 A Union participant with Facility card obligation should consist fully (100%) consist of facility cardholders.

4.7 The Student Union’s board can set additional conditions that the Union participant should meet. These conditions will be included in the recognition statement of the Union participant.

4.8 A Union participant will, in agreement with the Student Union Board and the relevant umbrella, and based on the primary function, be inserted in one of the six sectors, in order to enhance its representation of interests.

### **Rights, obligations, requesting and withdrawal recognition**

#### Article 7. Rights of a Union participant

7.1 A Union participant can make use of the facilities offered by the Union.

7.2 A Union participant can either directly or indirectly be financially supported.

7.3 A Union participant has the right to be included in the information material of the Student Union, in a way that is indicated by the Student Union board.

7.4 A Union participant will be offered the opportunity to promote itself during the Introduction. The Student Union board can offer a Union participant the opportunity to promote itself during the open days of the University of Twente.

7.5 Next to everything already stated in paragraphs 1 up to and including 4 of this article, a Union participant can be supported in the following manners:

- a) the participant can rent rooms in the Campus buildings and Union buildings including the technical facilities, for a reduced fee, with the agreements set for this extent;
- b) the participant can gain access to participant-specific accommodation and facilities;
- c) the participant can get resources for a trainer or instructor.

7.6 A Union participant without facility card obligation can, in addition to the everything already stated in paragraphs 1 up to and including 4 of this article, rent rooms in the Campus buildings and Union buildings including the technical facilities, for a reduced fee, with the agreements set for this extent.

7.7

- a) A Union participant with an umbrella function can request information from the Student Union, and it can advise the Student Union board both when requested and at their own initiative.
- b) A Union participant with an umbrella function has right of advice about the recognition of a Union participant in its sector.
- c) A Union participant with an umbrella function and the Student Union board determine in mutual understanding whether or not an association or foundation belongs to the sector of the specific Union participant.
- d) A Union participant has the right to take one seat during the Student Union participants' council meeting. When asked for, the participant is obliged to indicate which of its board members takes this seat.

#### Article 8. Obligations of a Union participant

8.1 A Union participant submits board changes, changes to the goals and methods, statutes, termination, and number of members, to the Student Union board at their own initiative,

8.2 A Union participant, if needed, contributes to the organization of a general activity, as determined in agreement by the Union participant and the Student Union board.

8.3 A Union participant does not perform actions that damage the reputation of the Student union and/or the University of Twente.

8.4 A Union participant with an umbrella function informs the Student Union board about its policy and actions, whenever this is in the interest of the Student Union.

8.5 A Union participant with an umbrella function informs the Student Union board about the developments at its associated Union participants, whenever this is in the interest of the Student Union.

8.6 A Union participant submits copies of the annual accounts and members administration to the Student Union board when asked for.

#### Article 9. Way of requesting

9.1 Requesting recognition as Union participants takes place through the Student Union board, by the requesting association or foundation itself. The Student Union board can set a trial period, during which an association or foundation can be granted a temporary recognition as Union participant. The Student Union board decides within six weeks.

#### Article 10. Procedure umbrella meeting

10.1 The Union participants with an umbrella function are invited for the umbrella meeting.

10.2 The attendees of the umbrella meeting strive to exchange as much as possible relevant information during the umbrella meeting.

10.3 The umbrella meeting takes place as often as participants think is desirable, yet with a minimum of six times per year.

10.4 The meeting is convened by the president of the Student Union board, with a minimum of seven days' notice. A preliminary list of topics that will be discussed will be included.

10.5 The final agenda is determined at the start of the umbrella meeting.

10.6 The umbrella meeting can take valid decisions when called for, if the majority of the participants are present at the umbrella meeting. The umbrella meeting takes decisions with majority of the validly casted votes, each participant having one vote. Decisions are recorded in writing.

#### Article 11. Withdrawing recognition

11.1 The Student Union strives for maintaining the range of associations and foundations.

11.2 In case the future existence of an association or foundation is uncertain, the specific organization will discuss with the Student Union board about a future plan.

11.3 The Student Union board has the right to put a Union participant under the supervision of a mandated authority, in case there are profound reasons to do so. At the end of this period the recognition of the Union participant will be evaluated, and the progress is defined.

11.4 In case a Union participant no longer meets the conditions, or in case of other profound reasons, the Student Union board has the right to withdraw the recognition of a Union participant.

11.5 The Student Union board will announce a period after which the recognition will be withdrawn.

11.6 In case a Union participant does not want to be recognized anymore, a written request should be submitted to the Student Union board, in which this decision is further elaborated.

11.7 Termination of the recognition will be from the first day of September on, and should be submitted to the Student Union four months in advance.

11.8 A decision by the Student Union board based on these regulations equals a decision as meant in the corresponding appeal procedure.

#### **Final provisions**

##### Citing title

These regulations can be referred to as "Recognition regulations Participants Student Union".

These regulations were established on 22 August 2016.

## **Appendix 2 – Atrium Rental**

Below you will find an overview of the regulations concerning the rental of the Atrium. If you want to have your event in the Atrium please make sure everything is arranged 2 weeks before the event takes place, so get in touch about the rental at least 3 weeks in advance. Reservations can be made through the Bastille service desk or atrium@union.utwente.nl.

### **Costs**

Basic rent (students)	FREE
Basic rent (other)*	€90,-
Presence receptionist outside opening hours	€30,- per hour
Technician**	€17.50 per hour
Security approximately	€35,- per hour
BHV'er	€15,- per hour

\*Basic rent is charged for renting the Atrium for a day, comprised of two consecutive half days of six hours each. Every half a day (six hours) added will cost €45,-

\*\*Note that hourly rate for personnel is per person. So if you hire two BHV'ers you have to pay the hourly rate for each, thus €30,- per hour.

### **Bars**

Small Atriumbar (max. 2 bartenders)	€15,- per hour
Large Atriumbar (max. 3 bartenders)	€15,- per hour
Coffee / tea / soft drinks / beer	€1.25 per consumption
Wine	€1.75 per consumption

All prices are tax included. The standard rate for the Atriumbars is €15,- per hour including one bartender, each additional bartender will cost another €15,- per hour. The Atrium does not serve consumptions unless the bar is open.

### **Agreements and regulations**

- Arranging furniture, including removing the standard furniture is your responsibility. You are liable to any damages caused to the furniture by moving it. You are also expected to move the furniture back to the original state, unless otherwise agreed. If you want an SU representative to move the furniture for you, or if you do not move the furniture back as agreed, an additional staff costs of €15,- an hour can be charged to you.
- You are also liable for damages occurring to the building or inventory during the activity.
- You are supposed to clean up afterwards. Cleaning supplies can be provided. You may also need to wipe or mop the toilets. If you fail to live up to agreements or reasonable expectations of post-event clean up, additional costs could be charged.
- You may use the technical equipment in the room under the supervision of a technician. SU equipment can only be operated by its technical employees. You may also use your own equipment, but only to supplement existing equipment.
- The Atriumbars belong to the SU and the SU only places its own bartenders.

- The selling prices of Atriumbar consumptions can be discussed. If you wish to sell consumptions under cost price (or give them away for free), note that you have to pay for the discrepancy. If you wish to sell consumptions above cost-price, the surplus will be paid out to you afterwards.
- To serve your own consumptions in the Atrium, you need to be granted permission by the SU.
- It is your responsibility to contact the Event Desk in time.
- If required by the nature of the event you are expected to make your own security plan and submit it in time to the Event Desk.
- Flags and other decorations need to be properly fastened.
- Fire is not allowed.
- Smoking is not allowed inside the Bastille.
- If security or emergency personnel are needed, the costs will be charged to you.

### **Appendix 3 – Global Lounge**

Below you will find an overview of the regulations concerning reserving the Global Lounge. During opening hours of the Bastille the Global Lounge can be reserved free of charge for relevant events.

#### **What**

The Global Lounge consists of three conjoining areas in the Bastille, right next to the study area. It serves as the global living room of the University of Twente and has been constructed to facilitate integration and the UT's international student community. The Global Lounge is especially suited for informal gatherings, small scale lectures, and information meetings. It may also be suitable for workshops.

It is also possible to make use of a bar. See appendix 3 for more information on using the bar. Please note that when you wish to serve alcoholic drinks the usage of the bar is mandatory.

A key to access the electronical equipment (e.g. beamer and sound system) can be checked out at the service desk, as can the games and controllers of the Xbox.

For more information on the facilities offered by the Global Lounge, check their website: <http://www.globallounge.nl/>

#### **Can I make a reservation?**

Reservations can be made by associations and individuals connected to the UT. Reservations will be judged on merit for the Global Lounge's purpose. The Global Lounge is not meant to be reserved for private meetings discussing internal affairs.

If a reservation's benefit to internationalization, integration, or the international community is clear by your event description or the very nature of your organization (i.e. you are a world association), it should have no problem getting accepted. If the benefit is not immediately clear, it should at least be feasible for students of all nationalities to join your event. Criteria to judge this by are language spoken at the event (English), language used to promote the event (English), and if the event is public or can be gained access to easily.

#### **How do I make a reservation?**

You can make a reservation through the Global Lounge website: <http://www.globallounge.nl/reservation/>

As sometimes additional arrangements need to be made for your reservation, it is recommended you make your reservation at least two weeks in advance. If you make your reservation at a later moment, you may not enjoy the full benefits of the Global Lounge.

After having made a reservation, you will be contacted shortly by the Bastille service desk.

Further agreements

- You will clean up after your event. The arrangement of the furniture of the Global Lounge should be returned to the way it was before.
- Failure to return properties to the service desk after use, as well as returning them broken, can lead to costs of damages being charged to you.
- Screening movies and other copyrighted material is completely at your own risk. The Global Lounge committee, the Student Union and the Bastille service desk can assume no liability for this.
- You are liable for damages incurred to the Global Lounge or its inventory during the activity.

If you have questions you can either contact the Global Lounge Committee ([globallounge@union.utwente.nl](mailto:globallounge@union.utwente.nl)), or the Bastille service desk ([servicedesk.bastille@utwente.nl](mailto:servicedesk.bastille@utwente.nl)). Please note that the Service desk is exclusively responsible for approving reservations, regardless of how they come in.