



GMA 31-10-2019
All documents

Agenda General Member Assembly



Date: September 31st 2019

Time: 14:00

Location: t.b.d.

1. Opening
2. Setting Agenda
3. Notifications
 - a. OS-board
 - i. Activism Grants Deadline
 - ii. Study Tours Deadline
 - iii. ERO/IVA inventory
 - iv. UTEA Committee formation
 - b. OS-committees
 - c. Study Associations
 - d. Student Union
 - e. University Council parties
 - f. Other
4. Minutes
 - a. Minutes GMA 05-09-2019
 - i. Document 20191002
5. To do list

Number	Action point	Deadline
GMA Sep. 01	No ongoing Action Points	-

6. Improving the Activism Grants Model - *discussion*
 - a. Document 20191003
 - b. Document 20191004
7. KIOSK finances – *informative*
 - a. Document 20191005
8. First FocOS Group session – *informative*
9. Activism Recognition – *informative*
10. Upcoming topics
11. A.O.B.
12. To-do list resumé
13. Closing

Minutes GMA Organisation of Study associations

Date, time: 26 September 2019, 14:00

Location: HR N109



Present Jana Bergmann (OSb 2019-II)
Niels Roosenschoon (OSb 2019-II)
Ramon Oppers (OSb 2019-II)
Daniela van Meggelen (OSb 2019-II)
Daan Peters (OSb 2019-II)
Rik Seelen (OSb 2019-II)
Yorick Moleman (Municipality of Enschede)
Niels de Groot (Activism grants Committee)
Sjoerd Bruggenwirth (Student Union)
Wouter Bolhuis (De Ambitieuze Student)
ivo Bruijl (UReka)
Linda ten Klooster (W.S.G. Abacus)
Jeanine ter Horst (C.T.S.G. Alembic)
Jurrie Bruggeman (C.T.S.G. Alembic)
Imke Nijenbanning (S.V. Arago)
Tom Veldman (S.A. Astatine)
Joop Arts (S.A. Atlantis)
Mira Kumar (S.A. Communiqué)
Dagmar Tjalsma (S.G. Daedalus)
Kevin Witlox (I.C.T.S.V. Inter-Actief)
Nicolien Heikens (S.V. Paradoks)
Seija van Lochem (S.V. Paradoks)
Maartje Huveneers (S.A. Proto)
Lars Essenstam (E.T.S.V. Scintilla)
Nienke Pleijzier (Sirius)
Alina Ritter (S.V. Stress)
Constanze Hopfner (Komma)
Ruben Uineken (Supervisory Board Student Union)

Chair Jana Bergmann (OSb 2019-II)

Secretary Niels Roosenschoon (OSb 2019-II)



1 Opening

Jana (OSb) opens this General Members Assembly.

14:09

2 Setting the agenda

The agenda is adopted without changes.

5 3 Notifications

3.1 OS board

- Activism Grants Model 18/19 Jana (OSb) This will be presented next GMA.
- OS Prom

3.2 OS committees

10 3.3 Study associations

Kevin (Inter-Actief): The chairman outing is today. It will be fun.

3.4 Student Union

Sjoerd (SU):

- Important SU services It is not known to everyone what we do. In short: the Student Union advises the UT on matters concerning students and we make policies concerning the many different associations. An example of how we are involved with the OS is the activism grants division.

- EROs Daan (OSb): info Sjoerd (SU): Board trainings (datum)
- Introducing Supervisory Board representative

20 Ruben (SB SU): I represent the student associations within the supervisory board of the SU. I will be present during these GMA's from time to time. Contacting me is best done via the OS.

- Facilitating OS GMAs
- Constitution Drinks behaviour
- Activism recognition
- Deadline Activism Grant requests Study Tours happening in 2020

3.5 University Council parties

Wouter (DAS): The nva check is coming soon. Also, the spring holiday will not be moved to the first week of the third module.

30 3.6 Other attendees

Yorick (Enschede): I am responsible regarding student affairs within the municipality of Enschede. The goal is to further develop Enschede as a student city. It might for example be good to know that you can get subsidies when you organise events connecting the student life with the city centre. Working for the municipality also means I have lines with the mayor and aldermen. I'm available for more questions at the constitution drink.



4 Minutes

4.1 Minutes GMA 26-09-2019 (Document 20190911)

Decision *The minutes of the GMA of 05-09-2019 are approved incorporating the mentioned changes.*
fractiebvdas, lijn 12 nederlands, book contract

5 To-do list

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Number	Action point	Status
GMA Sep.01	OSb Include new FOBOS document as informative piece at the next GMA.	fulfilled
GMA Sep.02	Hugo Wesselink Finalise the activism grants.	fulfilled

6 FOBOS rules (valid from 01-02-2019) (Document 20190912)

7 Alcohol Policy (Document 20190913 + 20190914)

Linda (Abacus): It states that 80 and 85 people may be present in the Zilverling "borrel" rooms.

Ruben (SB SU): Actually it should be even less so let's leave it for what it is.

8 Evaluation and Discharge KIOSK

45

Decision *Lars Essenstam, Kevin Witlox, Linda ten Klooster are discharged from the KIOSK*

9 Change in SRC

Decision *Leon Bremer, Simon Huijink are discharged from the SRC and Mariya Karlashchuk is charged into the SRC committee*

Dagmar (Daedalus): How many are left?

50

Yorick (Enschede): 3 are left.

10 Charging GalOS

Decision *Jaimy de Kok, Peter van der Burgt, Mira Kumar, Layla Islam are charged into the Prom committee*

11 Charging AC

55

Decision *Olaf van der Meer, Tieme Vonk are discharged from the AC and Daan Kampherbeek, Niels de Groot, Mitchell Rossou are charged into the AC*

12 Year planning

Jana (OSb): The year planning is nearly done. What platform do you prefer to get reminders? Newsletter, website, drive etc.

60

Jeanine (Alembic): Sent a notification yourself to help us remember.

Sjoerd (SU): There is a participation session tomorrow at 11:00. Here you can have influence on our policy plan for the upcoming year.



13 First FocOS Group session

65 Jana (OSb): This will be around the 10th of November. Is there any topic in particular you want to discuss?

Dagmar (Daedalus): The influx of new students.

14 Upcoming topics

An inventory of ERO/IVA courses will be made to make a proper distribution.

70 Sjoerd (SU): If there are really too many needed, Daan and I already have a plan to get more money for this.

15 Any other business

Ivo (UReka): Send an e-mail to fractie@ureka.utwente.nl to contact us.

16 To-do's and decisions resume

75 Jana (OSb): Any questions about the OS cup?

Jeanine (Alembic): Where can I find the points list?

Daniela (OSb): Under important documents on the website.

16.1 To-do's

There are no ongoing action points.

80 16.2 Decisions

- **GMA Sep.01** The minutes of the GMA of 05-09-2019 are approved incorporating the mentioned changes. (page 3)
- **GMA Sep.02** Lars Essenstam, Kevin Witlox, Linda ten Klooster are discharged from the KIOSK (page 3)
- 85 • **GMA Sep.03** Leon Bremer, Simon Huijink are discharged from the SRC and Mariya Karlashchuk is charged into the SRC committee (page 3)
- **GMA Sep.04** Jaimy de Kok, Peter van der Burgt, Mira Kumar, Layla Islam are charged into the Prom committee (page 3)
- 90 • **GMA Sep.05** Olaf van der Meer, Tieme Vonk are discharged from the AC and Daan Kampherbeek, Niels de Groot, Mitchell Rossou are charged into the AC (page 3)

17 Closing

Jana (OSb) closes this General Members Assembly.

14:39

ACTIVISM GRANTS FROM 29-11-2018

FOBOS entered into force on 1 September 2013¹. This model regulates both the grants for board members and the grants for the organisation of a number of activities. From 2014 onwards, each umbrella organisation will be able to decide for itself how the grants for activities will be distributed over all activities. However, the general principles for FOBOS that can be found in chapter 3 article 1 of FOBOS must be followed. The grants that are distributed in this model are explicitly **not intended for board members** and this will also be monitored.

PRINCIPLES

In developing this model, the Committee has adopted the following principles:

- Core activities of the associations will first be rewarded.
- There should be as much clarity of key actions as possible for the committees, so that financial thresholds can be lowered for these committees.
- It is not practical to establish a priority order with 19 associations, which makes the 2013 model less appropriate.

MODEL

Four categories (see next page) are identified, of which category 1 is considered to be the most important. Minimum requirements apply to all categories. Category 1 will be rewarded first. If there are any grants left after the first category has been fully rewarded, the second category will be rewarded. If there are any grants left after the second category has been fully rewarded, the third category will be rewarded. If all grants have been awarded halfway through category 1, 2 or 3, these grants will be equally distributed over all activities in this category. As only whole grants can be awarded, the unrounded number of grants of the activity(ies) closest to a full grant will be rounded up and down from the lowest(s) in such a way that eventually all available grants will be distributed. The GMA may deviate from this method of distribution at any time, for example when there are not enough grants to fill category 1 or 2. In this way it can be ensured that committees receive a minimum number of grants.

If there are any grants left after category 3 has also been fully rewarded, these will be disbursed in category 4 following a priority analysis. This analysis is drawn up by an independent committee, consisting of representatives from all faculties and a chairman. The committee will be part of the OS and will therefore also be discharged from an ALV. The committee also decides on the maximum number of grants to be awarded to the activity. Distribution will take place in the order of priority until all grants have been disbursed or until all applications have been processed.

Since 2017 it has been possible to distribute grants for 2 consecutive years freely over these 2 years. Many student associations organize a study trip every 2 years, however, these are not evenly distributed over the odd and even years. The fluctuation in study trips can be compensated by this extra arrangement. In odd years, based on the prognosis for that year and the prognosis for the following year, a distribution of the grants over these 2 years is made. For each year, the expected number of grants required in categories 1, 2 and 3 is added up. The grants are divided over the 2 years in proportion to the total number of grants needed.

¹ FOBOS can be found on <https://www.utwente.nl/en/ces/sacc/regulations/fobos/fobos-sep2018.pdf>

Example

Forecast 2017

- Category 1: 200 grants
- Category 2: 50 grants
- Category 3: 50 grants

Forecast 2018

- Category 1: 100grants
- Category 2: 50grants
- Category 3: 50grants

In this case, the grants 300/200 are divided in the forecasts of the 2 years. Thus, 60% of all available grants will be used by 2017 and 40% of the grants will go to 2018.

CATEGORIES

CATEGORY 1. STUDY TRIPS

Purpose of activity: Study trip for members of the student association

Requirements: Complying with the SRC regulations².

Maximum number of commitments: In this category, no more than 2 commitments are made per association.

Number of grants per study trip:

- 29 for large trips³
- 24 for medium sized trips⁴
- 19 for small trips⁵

CATEGORY 2. SYMPOSIA

Purpose of activity: substantive and study-related day, accessible to all members.

Requirements: The activity must be study-related, open to all members, last 1 day, with mainly external speakers and possibly workshops. There must be a peak load around the activity for the committee (in the quartile for the activity there must be a significant amount of time spent).

Maximum number of commitments: In categories 2 and 3 together, no more than three commitments will be made per association. If one of the three commitments lapses during the year, a new activity of the same nature can be registered.

Maximum amount of grants per symposium: 8

²<https://www.utwente.nl/nl/src/>

³Large trips: high-priced trip in the SRC regulations with the exception of study trips that make use of the exception clause Article 3 paragraph 7

⁴Medium-sized trips: See the SRC regulation article 3 paragraph 4

⁵Small trips: all other trips that receive an SRC subsidy

CATEGORY 3 OTHER LARGE STUDY RELATED

Purpose of activity: substantive and study-related activity, with the aim of offering a broadening and deepening of the knowledge of the participants, in which visiting or receiving external study or career-related parties plays a central role.

Requirements: The activity must be study-related, open to all members (this may be subject to a study progress requirement), at least 1 day and visiting or receiving external study or career-related parties plays a central role. It is compulsory to be present at the substantive activities. Additional requirements are set below for a number of activities.

Maximum number of commitments: In categories 2 and 3 together, no more than three commitments will be made per association. If one of the three commitments expires during the year, a new activity of the same nature can be registered

Examples Europe Travel, Business Courses

Number of grants per activity: ·

- Europe trip: 8
- Short trip to Europe: 4
- Business Course: 4-8
- In the case of other activities, the number of grants is determined by comparing the activity with the above activities.

A Europe trip is defined as a minimum 7-day trip abroad, of which there is a minimum of 5 working days. Working days are understood to mean the number of days on which there are (study-related) substantive activities. Two-thirds of the total number of days in the Europe trip must be spent on these substantive activities. Holidays in the country are not considered working days. In principle, a visit to an institution counts as one part of a day. Each part of the day (morning/afternoon/evening) is counted as half a day. A short but complete report must be made of the Europe trip. This contains a detailed report of each substantive activity.

A short Europe trip is understood to mean a multi-day visit to one or more companies abroad in order to get acquainted with the company in an interactive way. This criteria should be interpreted flexibly, but with due regard for the number of company visits within the duration of the trip and the trip should not be shorter than three days. Whether a short trip to Europe meets these requirements will be decided by the months commission.

A Business Course is a multi-day (minimum of two days) event in which external study or career related parties play a central role. It is the intention that the profiling of the study and student association is mainly about the whole event. Business Course is a name that can be understood in a broad sense and that is assigned to all activities that meet the aforementioned requirements.

A short and complete report should be made of the Business Course or the short Europe trip, with a detailed report of each substantive activity.

In the case of other, similar activities, the number of grants is determined by comparing the activity with the above activities. Activities that cannot be included here, but which profile the student or student association or are characterised as otherwise by the committee, can be transferred to category 4 subject to reservation.

CATEGORY 4. ASSOCIATION DEVELOPMENT, SMALL BUSINESS-RELATED, SMALL STUDIES-RELATED AND ASSOCIATION BONDING

- 1. Purpose of small study-related/association bonding activities:** Special activities that promote the bonding of members or are profiling to the association.
Requirements: The activity must be open to all members and it must be a special activity.
Examples: national design weekend (Daedalus), concrete brewers (Concept), Pandora (IA).
Does not apply: Gala's, drinks, parties, paintballs, etc.
Number of grants per activity: To be determined by the grants committee with a maximum of 2
- 2. Purpose of other small business-related activities:** Small activities that promote contacts between members and the business community.
Requirements: Activities for associations with an emphasis on education or contacts with business.
Examples: Excursion series (excursion of several days), mini-symposium
Number of grants per activity: To be determined by the grant committee with a maximum of 2
- 3. Purpose of association development:** Sustainable improvement of the association.
Requirements: In the case of association development, the content must be easily shared with other associations so that a database can be set up at the OS and other associations can easily make use of it.
Examples: ICT, new services such as creating an internship bank
Number of grants per activity or development: To be determined by the grants committee with a maximum of 2

Maximum number of commitments: In category 4, no more than 3 commitments are made per association.

Category 4 Order

The order of awarding grants for category 4 is as described above. Priority will be given to small study related and associative activities, then to small business related activities and finally to association development. If activities are organised that fall into categories 1, 2 or 3 but were not applied for at the time because they had not yet been planned, they will be placed in category 4 at the top, with a maximum of 3 grants. In case of justified reasons, deviations from this order may be made by the grant committee of the OS.

Items for which no grants are available

Committees which can reasonably be assumed to be a general part of each association and which have not undertaken any exceptional activities. Examples: a network committee, media committee, excursion committee or Kick-In committee.

ADDITIONAL PROVISIONS:

- The activities may not be organised by board members, nor may grants be requested by board members if this took place at the time of the directorship.
- The activity must have taken place in the relevant calendar year or the activities of the association development must have been completed in the relevant calendar year.
- In the case of applications that cannot be classified in one of these categories, the committee dealing with the applications will decide whether the grants will be awarded. In the case of major activities (high exceptions), the committee will give advice to the General Assembly, which in turn will decide whether or not to award grants.
- Administrative support will not be rewarded from this model.

PROOF

Category 1	Photo UFonds, after-report and settlement
Category 2	Programme booklet, list of participants and settlement
Category 3	(Short) Europe trip: list of participants and settlement, programme booklet. For the rest of the activities: list of participants and settlement.
Category 4	Result of the development (e.g. link to website), development sharing with other associations and description of the process. Adequate description of activity and photo. For all activities in category four, a bill and list of participants must be sent.

TIMELINE

Timeline for grants of next calendar year

OCTOBER

- Associations register with the OS all activities in categories 1, 2 and 3 for the next calendar year. This must be done before 1 November.

NOVEMBER

- Approval of category 1, 2 and 3 grant list for next calendar year during the November-ALV.

DECEMBER

- OS forwards lists to SU.

Timeline for grants of the current calendar year

SEPTEMBER

- Associations send a list of all activities in category 4 that they want to register including the proof to the OS. Deadline 1 October.

OCTOBER

- OS committee will make a draft list for category 4 and this will be discussed at the October-ALV.
- Associations will send all proofs for categories 1, 2, and 3 to the OS. Deadline 1 November.

NOVEMBER

- The OS committee will check the burden of proof in categories 1, 2, 3 and 4. Deadline is November 15.
- The list of applications for category 4 will be adjusted by the committee on the basis of the results of the October-ALV.
- Approval of final list with all categories in the November-ALV

DECEMBER

- OS forwards lists to SU.

It is therefore not possible to register additional activities in categories 1, 2 or 3 halfway through the year. This is because these categories are established before the beginning of the calendar year. This is possible for category 4. This is because, at the beginning of their administrative year, board members are not yet fully aware of opportunities for development and special activities and should be encouraged to do so.

APPLYING FOR OCCASIONAL ACTIVISM GRANTS FOR STUDY ASSOCIATIONS

INTRODUCTION

This document is a guide for student associations to correctly apply for grants from the OS. This manual does not guarantee in any way that your grants will be approved and is only intended to help the association with the application.

To apply for a grant, three different documents are required for the study loans. These documents will all be submitted in PDF format. The three different documents are: Application for the grants in category 4 for the current calendar year, providing the proof for the already approved activities in the current calendar year for categories 1, 2, 3 and applying for activities in categories 1, 2 and 3 for the next calendar year.

The Activism Grants Regulations for student associations are managed by the OSb and can be requested from them. The references in this document all refer to the regulations that are managed by the OS. The entire FOBOS regulations (application procedure for activism grants in general) are managed by the University of Twente and can be found online. If there are any questions or uncertainties regarding the procedure for applying for occasional activism grants, these should first be addressed to your faculty representative within the OSb.

APPLYING FOR GRANTS IN CATEGORY 4 FOR THE CURRENT CALENDAR YEAR

The application for the occasional activism grants in category 4 must be made before 1 October of the relevant calendar year and before that time, a member of the OSb will draw your attention to it. A maximum of 3 activities may be requested in accordance with the Activism Grants Regulations.

Make a document describing each activity according to the following structure: Name of activity -> Brief explanation -> Required proof. So first you have to say which activity it is, then you give a maximum of three lines of explanation about what the activity is and put the necessary proof in the last line. The required proof can be found in the regulations and can vary from year to year. After that you can continue with the second activity again structured according to: Name of activity -> Brief explanation -> Required proof. Then a third activity can be added in the same way. Save the document as PDF with the name [*'calendar year' Category 4 'association name'*]. This document therefore contains a maximum of three activities. The document can then be submitted to the OSb before 1st of October.

THE PROOF FOR THE ALREADY APPROVED ACTIVITIES IS THE CURRENT CALENDAR YEAR FOR CATEGORIES 1, 2 AND 3

In the previous calendar year, a number of activities have already been added to the occasional activism grant list for your student association. This list has been approved on an OS-ALV in the previous year and is managed by the OSb. Someone from the OSb will draw your attention to this when the proof has to be sent in and will provide the list of approved activities to the associations. The proof must be submitted before 1 November of the relevant calendar year.

For the activities that have taken place and are on the list, the necessary proof will have to be handed in. The proof differs per activity and can be found in the Activism Grants Regulations. If activities are on the list but have not taken place for any reason, this should be reported to the OSb.

Make a document for the proof. Start with the activities in category 1, then the activities in category 2 and last from category 3. So category 1-> category 2 -> category 3. Work according to the scheme: category 'x' -> name of activity -> proof(s). So first clearly indicate which category the activity falls into, then the name of the activity followed by the required proof. Save the entire document as PDF with the name [*'calendar year' proof 1,2,3 'association name'*]. Then submit the document to the OSb before November 1st.

Applying for grants in categories 1, 2 and 3 for the next calendar year.

Activism grants for the next calendar year are already set in the current calendar year. The applications can be made as soon as someone from the OSb draws your attention to this. The deadline for registering these activities is 1 November. These applications will be approved in an OS-ALV. After that, the approved list will be managed by the OSb.

Create a new document for the applications. Work according to the scheme: Category 1 -> Category 2-> Category 3. So, start with the activities you want to apply for in category 1, then those in category 2 and end with the activities you want to apply for in category 3. Handle each application according to the scheme: Category 'x' -> Name of activity -> Brief explanation. So, start by clearly stating in which category you are applying, then the name of the activity and then give a short explanation of a maximum of three sentences as to why this activity deserves grants. Then save the entire document as a PDF with the following name: [*'next calendar year' application 1,2,3 'association name'*]. Then submit the document to the OSb before November 1st.

SUMMARY:

APPLYING FOR CATEGORY 4 GRANTS FOR THE CURRENT CALENDAR YEAR

1. Name of activity -> Brief explanation -> Required proof
2. Save as a whole in one PDF with the name: [*'calendar year' Category 4 'association name'*].
3. Submit to OSb before 1 October.

THE PROOF FOR THE ALREADY APPROVED ACTIVITIES IN THE CURRENT CALENDAR YEAR FOR CAT. 1, 2 AND 3

1. Category 1-> Category 2 -> Category 3
2. Category 'x' -> Name of activity -> proof
3. Save as a whole in one PDF with the name: [*'calendar year' Proof 1,2,3 'association name'*].
4. Submit to OSb before 1 November.

APPLYING FOR GRANTS IN CATEGORIES 1, 2 AND 3 FOR THE FOLLOWING CALENDAR YEAR

1. Category 1 -> Category 2-> Category 3

2. Category 'x' -> Name of activity -> Brief explanation
3. Save as a whole in one PDF with the name: [*'next calendar year' application 1,2,3 'association name'*].
4. Submit to OSb before 1 November.