

Policyplan 13th 25th Board of StOP

1. Overview of portfolios

President - Jelle de Boer

1. **Faculties:** Faculty of Governance and Global Affairs & LUMC
2. **Primary:** BHV, GDPR, GroVer, KleVer, Leidsch Debat, Sports Tournament
3. **Secondary:** Alumni, Board Activity, Committee Overlap, CCP, Faculty of Science, Faculty of Humanities, InFaFe, Promotion and Acquisition, Student Wellbeing, PLNT

Secretary - Sarah van Leeuwen

1. **Faculteiten:** Faculty of Humanities & University of Applied Sciences
2. **Primary:** Board Activity, CCP, Newsletter, Van Bergen Fund/Internationalisation, Student Wellbeing, Study association Guide
3. **Secondary:** Faculty of Law, Faculty of Social Sciences, Sports Tournament, Diversity and Inclusion, National Platform

Treasurer - Svea Drose

1. **Faculties:** Faculty of Social Sciences & Faculty of Archaeology)
2. **Primary:** Contact Leiden University, Diversity & Inclusion, InFaGa, PLNT, Promotion and Acquisition, Sustainability
3. **Secondary:** Faculty of Applied Sciences, Faculty of Governance and Global Affairs, KleVer, Leidsch Debat, Social Media

Commissioner of external relations & Vice president - Jochem Kaal

1. **Faculties:** Faculty of Law & Faculty of Science
2. **Primary:** Alumni, Committee Overlap, InFaFe, National consultation platform, Social media
3. **Secondary:** GDPR, BHV, Faculty of Archaeology, GroVer, InFaGa, LUMC, Van Bergen Fund/Internationalisation

2. Focus Points

2.1 - Communication

Communication is very important for all associations, whether it's news from the University or University of Applied Sciences, or from the government. Good communication makes it possible to coordinate matters quickly and effectively, while also working in a more targeted manner. The 13th 25th board is committed to being a driving force for good communication between various institutions, associations, and organisations. To achieve this, the board plans to hold regular meetings with various departments of the University, University of

Applied Sciences, municipality, PKvV (Local Chamber of Associations), and LAssO (Leiden Association of Study Associations). The board will do its best to quickly communicate relevant matters to its members. This communication will take place through the usual channels, such as email, WhatsApp groups, VerO (General Meeting of Members), GroVer (General Assembly), and KleVer (Small Assembly).

2.2 - Knowledge sharing

Under the motto "two heads are better than one," StOP is committed to promoting knowledge sharing among member associations. Examples include GroVer and KleVer, where associations are actively invited to discuss challenges they face. Training sessions for boards on topics such as Confidential Contact Persons and acquisitions will also be organised. Work will be done on a funding booklet explaining the funds that associations can apply for. Additionally, the board aims to provide specific information to the boards of the University of Applied Sciences regarding issues that primarily affect them.

2.3 - Connection

The board considers the connection between the member associations, StOP, and among themselves to be very important. The 13th 25th board therefore aims to be present at as many Constitution Drinks and activities of the University and University of Applied Sciences as possible. Furthermore, the board hopes to encourage collaboration between different associations through its committees and meetings. The hope is that boards will maintain informal contact with each other and with StOP. To further achieve this, the board will also organise activities aimed at the boards of the member associations.

2.4 - Social involvement

Like in previous years, the board is committed to social involvement by the study associations. The board will focus on sharing information about ongoing initiatives within the educational institutions and actively involving the study associations in these initiatives. Examples from last year include the alcohol and substance agreement and the Cokeshow. Just as last year, the student wellbeing portfolio is an important part of this ambition. The board hopes to maintain good contact with social initiatives, such as the Student Impact Hub. It can sometimes be challenging to reach the members of the associations with these initiatives, and this is something the board wants to work on.

3. General Policy

3.1 - General Assembly's

The 'Convocation' for the General Assembly (GA) will be sent by the secretary to the member associations at least five working days before the GA. In view of the internationalisation of many study associations, the GAs will be held in English. However, if only Dutch-speaking members are present, the GA will be held in Dutch. Policy documents will be made available in both English and Dutch. If the GA is held in Dutch, an English summary will be produced. To increase attendance and participation at GAs, points for the StOP Cup will be awarded to member associations present, as in previous years. For sustainability purposes, policy documents will be distributed digitally only.

3.2 - Audit Committee

StOP has an Audit Committee consisting of delegates from members of StOP, to ensure the financial transparency of StOP. The members of the Audit Committee are changed and elected at the Change of Boards GA. The Audit Committee will audit the StOP treasurer twice a year. This audit will review the budget, balance sheet and all StOP board members' declarations.

3.3 - Board of Advisors

The Advisory Board (RvA) consists of former StOP board members from different years. Together, they form the institutional memory of StOP and assist the current board with solicited and unsolicited advice. The Board of Advisors can contribute ideas on new proposals and give advice based on their expertise and previous experience. The Board of Advisors does not have voting rights at the GA or an official control function, but is meant to be an easily accessible source of information for the board. The 13th 25th hopes to have a good relationship with the Advisory Board and keep them up to date on the association.

3.4 - Association meetings and assessors

The Association Meetings (VerOs) are an important means of communication between the University (of Applied Sciences), the study associations and StOP. The board aims to attend all VerOs of the various faculties. By attending the VerOs, StOP can provide information on developments within the University and University of Applied Sciences, take note of what is going on within the study associations and get opinions on certain issues. Moreover, StOP themes can be raised and activities promoted. The faculty portfolio holder in the board liaises with the relevant assessor and discusses with them the interests of the study associations at the faculty. Apart from this individual contact, the 13th-25th board also hopes to have good contacts with the Leiden Assessors' Consultation (LAssO), with which it collaborates on various portfolios. The 13th 25th hopes to continue the practice of monthly meetings between the President of StOP and the Chair of LAssO. These monthly consultations would serve as catch-up moments and foster stronger cooperation on relevant topics between StOP and LAssO.

3.5 - Contact University and University of Applied Sciences

In order to maintain the best possible ties with Leiden University and Leiden University of Applied Sciences, the board will maintain contact with them. These contacts are there to represent the member associations and promote their interests, but also to be able to pass on issues from the two educational institutions to the associations. The President holds various regular meetings with relevant employees of the University and University of Applied Sciences.

The Treasurer will be the primary contact person for Leiden University which includes maintaining contact with Joeren 't Hart of the university's Student and Educational Affairs office. During the upcoming year the Secretary is taking on the portfolio of contact to Leiden's University of Applied Sciences.

3.6 - Interfaculty activities

StOP will organise four interfaculty activities next year in cooperation with various study associations: the Interfaculty Party, the International Food Festival, the Leidsch Debate and the StOP Gala. All interfaculty activities initiated by StOP are listed in the yearplan, and are mentioned in the convocation of the GA. Information on these activities can be found under the portfolios' headings.

3.7 - StOP-cup

The board will again award the StOP cup this year. This healthy competition between boards ensures greater connection and involvement, which is what StOP absolutely strives for. The winner of the StOP cup is ultimately determined by the points that the boards collect throughout the year. The board with the most points wins the StOP cup, as well as a nice prize for the board of the association. The boards of member associations themselves are responsible for keeping track of events and claim points. Boards can hand in a(n) (excel-)overview of their eligibility for points at the end of the academic year.

Below is a representation of the points distribution:

Activity	Points
Presence at CoBo's	+1 points per board member (max. +4)
Borrel after GA	+2 points
Join an activity of StOP or member association	+2 points for more than one general member +3 points for board members +5 points for all board members
Absence at a GA	-2 points with notice -5 points without notice
Social media	+2 points for sharing StOP promotion

Being part of the Audit Committee	+3 points
Organising activities with other association	+3 points per association
Being part of StOP committees	+3 points per committee
One of the first ten associations to pay the membership fee	+2 points
Inviting the StOP board for a CoBo	+2 points

4. Portfolio's

Below is an overview of all portfolios and the corresponding policies for 2024-2025. The structure of the list follows the board positions and the portfolios themselves will be in alphabetical order of English descriptions.

5. President

5.1 - Bedrijfshulpverlening-training

"The BHV course for the study associations affiliated with Leiden University will once again be organised at the end of the academic year. In recent years, StOP has played a facilitating role in this by forwarding the available dates to the associations and compiling a list that was sent to the university's contact person. As in previous years, StOP will adhere to the fixed list of associations; however, associations without a fixed place on this list can submit a motivated request to be included for a possible spot next year. Associations must be aware that there are few spots available and that not every association needs a BHV-certified board member. Therefore, the motivation to obtain a spot must demonstrate the necessity for a BHV-trained board member. For the BHV course organised for the study association affiliated with Leiden University of Applied Sciences, StOP is currently not playing a facilitating role. Last year, the 12th 25th board concluded that organising a first aid (EHBO) training is nearly impossible. There are few providers available and the university is not willing to cover the costs. Therefore, this year, there will be no further exploration of a possible first aid training."

5.2 - General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) has existed since 2018. The 12th 25th has concluded that: "by now associations themselves have a good understanding of how to collect, store and process their members' personal data." It remains a top priority however

for StOP that associations know their way around the rules of the GDPR. With this in mind StOP will continue to assist associations that have questions on how to deal with the GDPR.

5.3 - GroVer

StOP also wants to continue the Major Association Consultation (GroVer) this year. This consultation is intended for large associations with approximately a thousand or more members. The associations that fall under this are currently: L.P.S.V. Aesculapius, BASIS, B.I.L., CDL, CoDe, De Leidsche Flesch, EMILE, J.F.V. Grotius, HSVL, Labyrinth, LIFE, MFLS en SPIL. The associations not mentioned in this list can also let us know if they prefer to join GroVer, because they identify more with the larger associations. During the discussions in this meeting, topics will be discussed that are considered useful by the associations or StOP. The topics that appear in the portfolios of the StOP board can also be discussed in these discussions. The intention is to hold five meetings this year, but more can be organised if the associations deem it necessary.

5.4 - KleVer

The Small Associations Consultation (KleVer), aimed at study associations with fewer than 1000 members, has been experienced as valuable by the study associations in recent years. The KleVer will remain accessible to all associations that can identify with the problems experienced by the small associations. As with the Major Association Consultation, the agenda will largely consist of the points submitted by the associations, but some points may also come from StOP and their portfolios. Some topics that have been discussed in the previous year are: costs related to travel, board recruitment or contact with the University. The aim is to host at least three KleVer meetings this year the 13th 25th Board hopes many associations will attend.

5.5 - Leidsch Debat

Despite there being no elections this year, StOP will organise the Leidsch Debate together with various study associations. It is customary to hold the Debate in conjunction with elections, but the absence of an election gives the committee much more freedom. It will be easier to pick a date and the goal is to pick a singular topic and centre the debate around this topic. Our hope is that this will make it easier to invite experts and to narrow down the focus of the debate.

5.6 - Sports Tournament

The StOP would like to organise a sports tournament again this year. This tournament will be open to both boards and members of all member associations. This year the tournament will be a committee as well. Our goal is to improve attendance by working more closely with our member associations. We are also looking to narrow down the focus of the sports tournament and maybe turn it into a football tournament, but this will also be discussed with the committee. We wish to make the sports tournament a great success this year!

6. Secretary

6.1 - Board Activity

The Board Activity will be an informal event aimed at connecting the boards of various associations. By bringing associations into contact with each other, the goal is to increase the chances of collaboration and knowledge sharing between boards. The aim is to organize an activity where the boards can connect in a relaxed manner.

6.2 - Confidential Contactpersons

The board has decided to build on the 'Confidential Contact Person' portfolio this year. Last year, this was successful, and there is ample opportunity for associations to appoint a confidential contact person. This portfolio will include organizing training sessions for confidential contact persons from associations that already have them. Additionally, support will be provided to associations that are in the process of setting up a system for confidential contact persons within their association. The training for confidential contact persons will likely take place in the first semester.

6.3 - Newsletter

The Secretary will send a biannual newsletter to the member associations. The purpose of this newsletter is to keep the member associations informed about StOP's activities, and it will share important information relevant to study associations. Moreover, the newsletter is an opportunity for member associations to promote open activities. Member associations can submit these activities to the Secretary.

6.4 - Van Bergen fund/Internationalisation

Since many of our member associations have internationalized in recent years or are still in the process of doing so, a portfolio on internationalization remains very useful. This is especially true because sharing knowledge about the process of internationalization, the needs of international students, language-related challenges, and more has proven to be very helpful for associations. However, last year, the portfolio took on a new focus. StOP partnered with the Van Bergen Fund Foundation, which has allocated funds to support study associations in organizing internationalization activities. Associations can apply for subsidies from the foundation. These subsidies can be applied for by all study associations of Leiden University and the University of Applied Sciences and will be evaluated by a selected committee. Additionally, various study associations, under the guidance of StOP, will organize an Internationalization Dinner (International Food Festival) this year. The dinner is intended to promote the coming together of Dutch and international students and to celebrate different cultures and cuisines. This initiative will be continued from last year.

6.5 - Student Wellbeing

The board has decided to continue the 'Student Well-being' portfolio. The board believes it is important for StOP to be involved in well-being initiatives within the University, the University of Applied Sciences, and various associations in Leiden. This portfolio will consist of training sessions, meetings, and discussions on topics such as social safety and how to handle it properly. Additionally, these training sessions may cover strategies for managing intense situations, ways to discuss mental health effectively, resources already offered by the University and the University of Applied Sciences for mental health, and other topics related to student well-being. This portfolio will work closely with the University's Well-being Officers and will also maintain good contact with the University of Applied Sciences on issues related to student mental health. StOP will also represent the member associations in the Biweekly Student Well-being Declaration Meetings and the Core Group for Sexual Harassment (SOG).

6.6 - Study Association Guide

The Study Associations Guide contains information about all associations that are members of StOP. The goal is to improve relationships between the boards and encourage collaboration. The study associations guide can be seen as a kind of friendship book. After collecting the information from the member associations, the guide will be distributed to the member associations in the first semester of the academic year.

7. Treasurer

7.1 - Diversity & Inclusion

In recent years the topics of diversity and inclusion have become focus points of Leiden University and Leiden's University of Applied Sciences. The aim of this portfolio is to make underrepresented groups feel welcome and further facilitate any support and efforts. Study associations themselves play a crucial part in this area as they are in direct contact with students. Three years ago a dedicated task force developed the 'Declaration for Equal Treatment' which all study associations signed the following year. Throughout the upcoming year the Treasurer will keep in contact with Leiden University's Diversity & Inclusion Expertise Office to stay up to date on relevant initiatives and events. Further, the Treasurer will explore the options and feasibility of offering training in collaboration with the universities regarding this field. Should any study association wish to organize an event surrounding diversity and inclusion or be wanting to get in contact with the university regarding this topic they are highly encouraged to reach out to StOP for support.

7.2 - Interfaculty Gala

The InFaGa committee aims to organize and hold a gala for all board members and their associations' respective members. For lots of larger associations holding a gala is one of the highlights of their year. Contrary, smaller associations tend to not have the financial means or membership base to make hosting their own gala plausible. Therefore, the Interfaculty

Gala serves as an event open to be organized and joined by all of StOPs member associations. As for the gala's exact format this is up to the committee to decide.

7.3 - PLNT

The 13th 25th board is eager to continue the partnership with PLNT Leiden brought to life in the past year. This includes cooperation on the use of facilities and on activities, using PLNTs wide network. Currently, StOP collaborates with PLNT Students regarding the Investment- & Entrepreneurshipfund that study associations are eligible to apply for. In line with this the Treasurer will take part in any meetings associated with the I&E fund. Further, the Treasurer will take part in the weekly borrels of the PLNT community to stay up to date on relevant matters and contribute the study associations' perspectives. This year the board will develop a fund booklet to share with all study associations, so they are able to have a better oversight of financial opportunities available to them with their respective guidelines and application procedures.

7.4 - Promotion and Acquisition

Promotion and acquisitions are general focal points of the study associations' boards. In recent years it has been proven highly beneficial to exchange strategies and insights regarding these topics between the associations. This was furthered by StOP through separate training and meetings with the 13th 25th board being enthusiastic to continue this support. The first specialized acquisitions training is expected to take place in October being led by experts in this field. The respective board members are encouraged to sign up to not only learn new things to help them increase their budgets, but to also knowledge-share and get in exchange with other associations. In addition, a training session on promotion is planned to take place in October or November. The board will review the success and need for training regarding promotion and acquisitions after the respective sessions have taken place to gauge whether follow-up training is needed and wished for.

7.5 - Sustainability

The topic of sustainability is an everlasting and relevant topic to many study associations. Oftentimes, associations still struggle to see ways in which they can implement and increase sustainability within their associations. Therefore, study associations are highly encouraged to reach out to the board of StOP regarding any events or initiatives they wish to organize surrounding sustainability within associations. Further, the Treasurer will keep in contact with Leiden University's Green Office (LUGO) throughout the upcoming year to be able to inform study associations about any relevant developments and initiatives.

8. Commissioner External Relations

8.1 - Alumni

The holder of this portfolio looks at facilitating obtaining and maintaining contact between alumni and associations, including promoting the sharing of knowledge in this regard between associations.

8.2 - Overlap Committee & Introduction weeks

This year, two of the StOP board members will again sit on the Committee on Overlap and Introduction Weeks, which also includes members of the Leiden University Executive Board; the Student Advisors Consultation (STAP); the Local Chamber of Associations (PKvV); the EL CID board / the Vademecum Committee, with members of the Leiden Assessors Consultation (LAssO) as observers.

The delegation from the StOP Board sees to it that the interests of member associations and study associations in general are looked after, especially concerning the introduction days and weekends for first-year members. The Committee also sees to it that all participating parties keep to the agreements made, and a particular focus is again placed on the overlap between the 'Vrije activiteitenperiode' (VAP) of A.L.S.V. Quintus and the first-year weekends/activities of the study associations at the beginning of the academic year. The ultimate goal is to ensure that both no longer overlap, so that first-year members of study associations do not have to choose between the first-year activities of a study association and those of Quintus. Here it is relevant that in time (around January, February) clear agreements are made between all participating parties of the Commission and all participating parties stick to them. The StOP board will therefore ensure that member associations are aware of the agreements made.

This year, in conjunction with the Overlap Committee, the board will also look after the interests of study associations regarding the week programs of the various introduction weeks, such as the EL CID, the HOP and the OWL and will as a result maintain contact with the student associations.

8.3 - Interfaculty party

The Interfaculty Party, abbreviated and hereafter InFaFe, is the annual party generally organised by several regular associations with a supporting role from the StOP. Last year, the following associations participated in the organisation: B.I.L., CoDe, De Leidsche Flesch, Emile, HSVL, J.F.V. Grotius, Labyrinth, L.P.S.V. „Aesculapius”, M.F.L.S. and SPIL. The board's aim this year is to again ask board members of these associations to co-organize the InFaFe to ensure its continued success.

A relevant mention is that the committee to organise the InFaFe is not under the authority of the StOP, but that StOP has mainly a facilitating role and chairs the meetings of the

committee. The purpose of this committee is therefore to bring member associations and their (board) members closer together in a friendly and informal way.

8.4 - National consultation platform

The national consultation platform, also known as LPSV Exedra, was originally established at the beginning of the Corona pandemic. Through this organisation the various umbrella organisations for study associations consult and keep in contact with each other. It also sees to the representation of study associations to the outside world, which proved important during the Corona pandemic. The purpose of the national umbrella organisation is, first, to promote knowledge transfer between students nationwide and, second, to represent the interests of study associations at this level.

This year, the Commissioner of External Affairs takes a seat in the national consultations and also wishes to see if the national consultation platform can and should do more with a view to the above goals.

8.5 - Social media & website

8.5.1 - Website

In recent years a lot of work has been done on the website and the work on this portfolio will therefore mainly be about maintaining and updating the website in case of new developments. Nowadays, the website is reasonably user-friendly and of course the board is happy to receive recommended improvements for the benefit of the aforementioned website. Again, the use of the digital calendar will be continued so that associations and individuals can easily be kept informed of the activities of the StOP. In the year 2024-2025, the management of the website will fall under the Social Media portfolio.

8.5.2 - Social media

The StOP maintains several social media outlets, namely: Instagram, Facebook, LinkedIn and WhatsApp. These all serve mainly to promote its own activities, but also the activities of member associations and partners whose promotion is in the common interest of the study associations, such as activities aimed at a larger audience than the members of a single association or activities of partners such as PLNT or the University (of Applied Sciences).

The content of promotion on Instagram and Facebook are contiguous and as a result will be (almost) identical. Promotion may take the form of photos, information or other items related to the activities to be promoted, as well as announcing other information such as a new board and other things the board deems appropriate. The board will ensure that social media remains as updated as possible.

The board's goal is to look at the possibilities of being active on a medium such as LinkedIn, in part to get the StOP known to a wider audience.

The use of a WhatsApp group to promote the above activities and information will be continued this year, with the goal of making it easier and more accessible to inform as many

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member associations as possible. Board members of member associations may participate in this group and all subsequent information to be shared in this group will via the board, whom member associations may then request the sharing of such information.

Budget 13th 25th Board of StOP

<u>Income</u>	Budget 2023-2024	Realization 2023-2024	Budget 2024-2025
<i>General</i>			
Contribution	€ 900,00	€ 885,00	€ 765,00
Leiden University (SOZ)	€ 500,00	€ 1.150,00	€ 1.200,00
Hogeschool Leiden	€ 250,00	€ 450,00	€ 450,00
<i>Activities</i>			
Board activity	€ 0	€ 166,40	€ 0
<i>Other</i>			
Unforeseen revenues	€ 0	€ 1,00	€ 0
Contribution Van Bergen Fund	€ 0	€ 3.534,56	€ 0
Reserves previous board year	€ 1.523,89	€ 1.524,00	€ 1.239,70
Reserves StOP day September 9th 2024	€ 0,00	€ 0,00	€ 154,90
Total	€ 3.173,89	€ 7.710,96	€ 3.809,60

<u>Expenses</u>	Budget 2023-2024	Realization 2023-2024	Budget 2024-2025
<i>Association costs</i>			
General assemblies	€ 100,00	€ 149,50	€ 150,00
ICT	€ 150,00	€ 141,51	€ 260,00
Office costs	€ 300,00	€ 47,19	€ 300,00
Representation costs	€ 50,00	€ 0,00	€ 250,00
Banking costs	€ 200,00	€ 192,58	€ 200,00
Bylaws change	€ 1.068,89	€ 944,32	€ 0,00
Prize StOP-cup	€ 20,00	€ 75,00	€ 80,00
<i>Subtotal</i>	<i>€ 1.888,89</i>	<i>€ 1.550,10</i>	<i>€ 1.240,00</i>
<i>Activities</i>			
Board activity	€ 150,00	€ 630,00	€ 700,00
StOP day	€ 0,00	€ 0,00	€ 154,90
Board interest borrel	€ 80,00	€ 95,20	€ 150,00
Boards borrel	€ 150,00	€ 126,00	€ 250,00
Well-being events	€ 0,00	€ 0,00	€ 200,00
Interfaculty Congress	€ 180,00	€ 0,00	€ 0,00
Leidsch Debat	€ 250,00	€ 0,00	€ 250,00
InFaFe	€ 0,00	€ 0,00	€ 0,00
InFaGa	€ 100,00	€ 0,00	€ 350,00
InFoFe	€ 0,00	€ 3.534,56	€ 0,00
Sports tournament	€ 150,00	€ 0,00	€ 300,00
Theme meetings	€ 100,00	€ 0,00	€ 110,00

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Introduction weeks	€ 25,00	€ 0,00	€ 0,00
<i>Subtotal</i>	€ 1.185,00	€ 4.385,76	€ 2.464,90
<i>Other</i>			
Unforeseen costs	€ 100,00	€ 380,50	€ 104,70
Borrel June 12th 2024	€ 0,00	€ 380,50	€ 0,00
<i>Subtotal</i>	€ 100,00	€ 380,50	€ 104,70
Total	€ 3.173,89	€ 6.316,36	€ 3.809,60