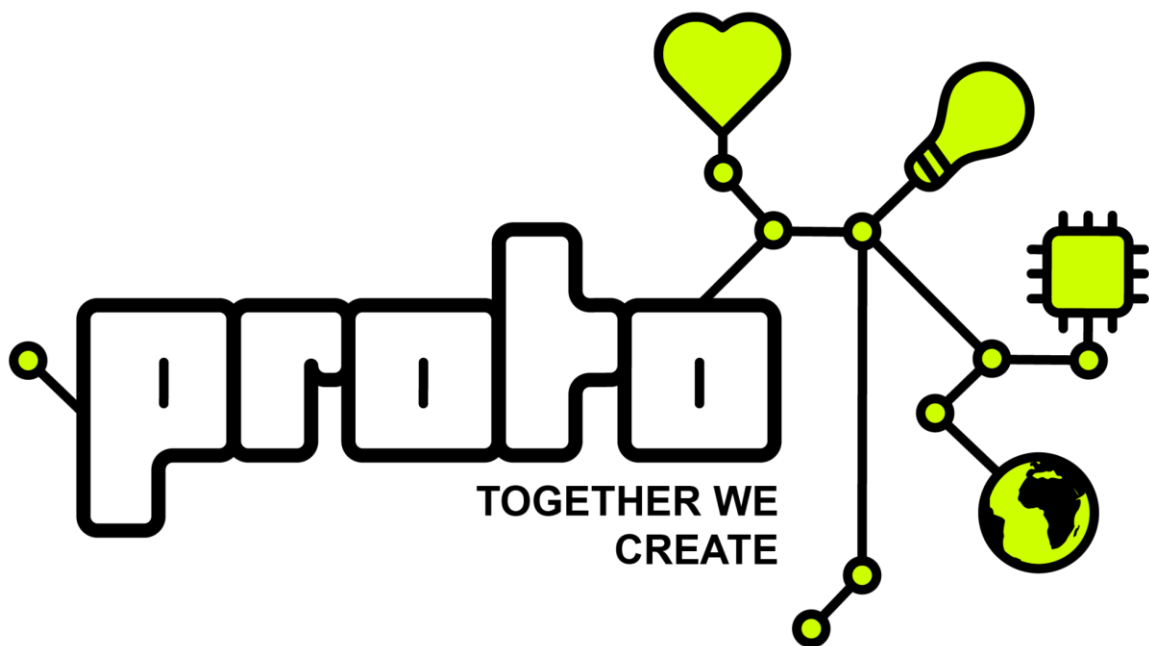


Study Association Proto

Policy Plan 2022 - 2023



Written by the 12th candidate board of S.A. Proto

Rachel den Otter, Chair

Max Liebe, Secretary

Ben Ligthart, Treasurer

Sterre Kuijper, Officer of Internal Affairs

Tristan van Marle, Officer of External Affairs

Ysbrand Burgstede, Officer of Educational Affairs

1. Introduction

Dear reader,

5 Proto is coming close to celebrating its 12th birthday next year. This also means that we have seen 11 years of steady growth. This growth has helped the association in creating more activities, more (active) members as well as maturity. Without all of our members this would not have been possible.

10 Even though the association keeps growing we love that the cosy and open feeling in the Protopolis has not been lost. We still see an amazing bond between first and older years which we would like to continue and help flourish.

15 In this document you will find our policy plan for the upcoming academic year. We have worked hard on incorporating passions and interests of us personally, as well as including feedback and suggestions from a lot of members. This is why we decided to bring a new committee into life; the Surf Camp Committee, which will organise a surfing trip the same way the SportCie did last academic year. To further allow people to pursue their passions, we are also planning on merging and reviving the DIYCie. Besides, we want to purchase a beer bench cart and a camera to be in Proto's property. We also want to help the university in setting up a SmartTeam which will help out with tasks and duties from the SmartXP and enhance the creative potential that lies within the space.

20 We are looking forward to taking the best care we can offer for this lovely association. For any questions, feedback or other remarks feel free to contact us at candidateboard@proto.utwente.nl.

25 Much love,

30 Rachel den Otter
Max Liebe
Ben Ligthart
Sterre Kuijper
Tristan van Marle
Ysbrand Burgstede

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145 2. Board Members

Rachel den Otter

150 Greetings! I'm Rachel den Otter. As of writing this, I am 19 years old and just finished my second year of CreaTe. My roots lie in Key-town, or as the commoners know it, Leiden. Moving to Enschede to study CreaTe meant a lot of explaining the difference between Enschede and Twente to friends and justifying my movement to the 'countryside' for this vague study that is CreaTe. Luckily, I have never had to regret my move due to the warm welcome I felt within CreaTe and the wonderful community of Proto. Even though most of Proto was online during my first year I did get a taste of the kind people and fun activities Proto organises. I was really happy to join the SportCie at the online committee market in my first year. Even when most of the plans we made got cancelled the next week due to corona, I still had lots of fun socialising and coming up with new ideas. Later I also noticed in other committees how realising activities and events that you can enjoy with other members thrills me. I hope to further develop my organisational and leadership skills and with this help evolve Proto further as the beautiful association it is. I look forward to an exciting and memorable year!



Max Liebe



175 Heyho, my name is Max Liebe. I am currently 19 years old and just like the rest of my lovely candidate board, a second year CreaTe student. Despite my name, I am actually not German. I grew up in Laag-Keppel and Hummelo, which are small villages in the Achterhoek. As such, I am not unfamiliar with rural life. After a year of carpooling back and forth between my hometown and Enschede with a good friend of mine, I decided to move to a room on the campus, where I still have my residence today. One of my main reasons for moving here, despite being partly forced by lengthy public travel connections, was that I very much liked the atmosphere here in Enschede. Although I was already fond of Proto and, as I am quite a technical person, an active member of the Have You Tried Turning It Off And On Again Committee, I became really invested at the start of my second year. At this point most of the corona measures had been lifted, meaning that Protopolis was open and a lot of activities were being organised by the study association. Because of this I quickly got to know a lot of members and everything Proto had to offer. Wanting to contribute to this wonderful experience as well as wanting to organise activities myself, I decided to join the KICC and apply for a board year. With this, I hope to learn what it is like to be responsible for a large association and how to go about organising a multitude of activities. I feel incredibly lucky to be in the situation I am in right now, and I am very much looking forward to working together with the rest of my candidate board to make the next year a great one!

190 As the candidate secretary, I will (try to) keep an overview of everything to make sure all goes smoothly, and hopefully reap the rewards from the TypeTopia typing course I completed in primary school :). Besides this, I aim to organise a number of activities and work on various side projects to improve the quality of life in the association.

Ben Ligthart

195 Hey there! My name is Ben Ligthart, currently I am 20 years old and a second year CreaTer. For my whole life I have lived in the beautiful city we all know, Enschede. In my first year of CreaTe during the period of corona I stayed home with my parents. However, Proto gave me the opportunity to still partly enjoy the student life. In the first module I joined my first committee, the EducaCie, and shortly after that the First Year Committee and KICC followed. Although the events were held
200 online, I immediately fell in love with the ambiance within Proto. In my second year I moved to the Witbreuksweg on campus and went a bit overboard with the committee work by joining six of them. I really enjoy organising activities, although it can be hectic at times, the reward at the end is always worth it. That is partly why I decided to sign myself up for the
205 candidate board.



As treasurer next year I will make sure the financials of Proto are stable and are not invested in bitcoin. It will be quite a task to learn everything there is to know about being a treasurer, but I am really looking forward to it. I hope this year we can have the first year in a while without any quarantine measures but instead enjoy the student life like it is supposed to be!

210 Sterre Kuijper



Hi! My name is Sterre Kuijper, I am 21 years old and I am in my second year of the Creative Technology bachelor. After coming back from travelling during my gap year I started studying in my hometown in Deventer. This is not too far from Enschede and since most of my first year has been online I managed to finish it from there. Mainly because of my close friends, we encouraged each other a lot to study online but also just to have fun. I joined Proto during my first Kick-In, but I haven't been active until the beginning of my second year. That is when I joined the SportCie and became active within some helper committees. From that moment my social life within Enschede began to grow, so I went to live on campus. I started to join more drinks and became promotion responsible for the TIPcie. Next to that, I really enjoy doing sports, mainly football, and sometimes I go for a run. I am very happy that we have guitars in the protopolis, so every now and then you could hear me play some songs. At some point I started to consider
225 doing a board year and I got more enthusiastic when talking to my friends about it who were also interested. I got really invested in the social life of Proto and started to enjoy the activities even more.
I feel very lucky that I am part of this candidate board and I hope to fulfil the role of Officer of

230 Internal Affairs with a lot of enjoyment. I am looking forward to organising a lot of fun activities and meeting new members.

Tristan van Marle

235 Hey all, I am Tristan van Marle. I am currently 21 years old and a second year CreaTe student. I was born and raised in Kampen, and moved to Enschede right before I started studying. I joined Proto during the Kick-In and became a member of the First-Year Committee after the second committee market. Even though a lot was online I really liked the energy from Proto and the other members, which made
240 me become more active in my second year. I joined the Activity Committee Extraordinaire as well as the SportCie at the start of the year. I really enjoyed all the committees, activities and the awesome people I have been able to meet.



This enjoyment is something I would love to pass on to all members.

245 I am excited to be the candidate Officer of External Affairs. I hope to be able to connect Proto and its awesome members to companies. I believe that CreaTe and I-Tech students offer a lot of great experiences, out of the box ideas and a great mindset. I hope to convey this to companies and connect them to our members. Overall, I am really hyped to start and connect with students and companies!

250 Ysbrand Burgstede



Howdy! My name is Ysbrand Burgstede, I am 20 years old and like all of the lovely people listed here above me I am also in my second year of CreaTe. I was born in Haarlem, raised in Holten and am currently living on campus. My first year of study was spent in Holten behind my laptop, and while doing so I missed out on Proto almost completely. This was until I got asked to be a part of the Have You Tried Turning It Off And On Again Committee, which I joined in the last five minutes of the last meeting of the entire year. This committee, along with having active friends, had sparked my interest in Proto at the beginning of the second year, and slowly more of my social life

and free time became associated with this study association. Events in the evening were even a part of the driving force for my move to Enschede. Since then I have joined the Camp Committee, have been at a lot of social activities and just generally have had an awesome
265 time. I am really looking forward to helping our students out, continuing the work of improving our study programme and in general learning a lot from running the association!

3. Board Task Division

3.1 Division of Functions and Vice Functions

Name	Function	Vice Function
Rachel den Otter	Chair	Officer of External Affairs
Max Liebe	Secretary	Officer of Educational Affairs
Ben Ligthart	Treasurer	Secretary
Sterre Kuijper	Officer of Internal Affairs	Treasurer
Tristan van Marle	Officer of External Affairs	Chair
Ysbrand Burgstede	Officer of Educational Affairs	Officer of Internal Affairs

270

3.2 Committee Responsibilities

Proto's committee's and their board responsables:

Rachel den Otter	Max Liebe	Ben Ligthart	Sterre Kuijper	Tristan van Marle	Ysbrand Burgstede
DisCo	ProtoTrip	Dies Committee	TIPcie	Symposium Committee	HYTTIOAOAc
InteracCie	Kick-In Committee CreaTe	SkiCie	Culture Committee	Activity Committee Extraordinaire	Camp Committee
SportCie	DIYCie	First Year Committee	ENTROPcY	Acquisition Committee	EducaCie
Gala Committee	pLAN	OmNomCom	Protography	FishCie	Handyman Committee
	GraphiCie	ProtOpeners	Guild Of Drafters	Alumni Committee	
		EmergenCie	Surf Camp Committee*		

275

* New committee, see section [5.30](#)

3.3 Other Responsibilities

280 In the table below, the Electrical Engineering Mathematics and Computer Science (EEMCS)
 285 faculty responsibilities and other relevant board responsibilities are shown. As of this year, EEMCS committees will no longer accommodate a board responsible from every EEMCS study association. Instead, one study association has been assigned the board responsible function, while the others only function as contact person for their association. For the academic year 2022-2023, Proto will carry the board responsible function for the EEMCS Freshmen activity and the EEMCS new year's drink.

290 Besides EEMCS responsibility, the table shows the contact persons for Foundation ICE, Stichting Borrelbeheer Zilverling (SBZ), and SmartTeam**, as well as the societies and social media responsibilities.

Rachel den Otter	Max Liebe	Ben Ligthart	Sterre Kuijper	Tristan van Marle	Ysbrand Burgstede
EEMCS Trip*			EEMCS New Years drink	Social media: LinkedIn	EEMCS Freshmen activity
Foundation ICE			EEMCS other activities*		
SmartTeam* *			SBZ		
			Social media: Instagram		
			Societies		

* Only as contact person

** New organisation, see section [4.7.1](#)

4. Action Plan

295 4.1 Protopolis Policy

4.1.1 Opening Hours

See static policy plan.

4.1.2 Cleaning

300 To make sure that the balustrade stays clean, the board will clean up the tables after their weekly board meeting, together with throwing out the cardboard. A roster will be made to divide these tasks within the board, as well as the task of washing the towels.

4.1.3 Keys

See static policy plan.

4.1.4 Mugs

305 As space is running out in the mug closet, only claimed mugs will be allowed to be put on the three shelves. Whenever unclaimed mugs are found, these will be put in the mug clearance crate. This crate will be stored on the bottom shelf of the closet.

310 To encourage the recycling of unclaimed mugs, the board will more actively promote that mugs left inside the crate after each mug clearance are free to use and pick up. By cleaning up the tables as mentioned in section [4.1.2](#), the crate will be more noticeable when put on the balustrade. This will help the crate stand out more, instead of being disregarded as waste; leading to more unclaimed mugs being picked up. Just like last year, the mugs still not picked up after two weeks will be brought to external parties. A note will be posted on the mug shelf

315 stating the rules for using a mug in the Protopolis and storing it on the shelf. The note that is currently posted here only states where to put the claimed mugs and the unclaimed mugs. This updated note will make sure the newer members of the association can get acquainted with the rules easier, preventing unclaimed mugs from being put in the shelf, and reducing the amount of dirty mugs having to be cleaned at the end of the day.

320 A label printer that can print waterproof labels will be purchased, as the current labels are made of paper and will become loose after washing the mug a couple of times.

4.1.5 ProtOpeners

325 The total number of ProtOpeners as of now according to the number of members in the WhatsApp group is 48. At the start of the year, the board will ask around in the group for who will still be able to be a ProtOpener in the upcoming year. This will provide a clear picture of the number of available ProtOpeners for the upcoming year.

330 This year we aim to protopen ourselves as a board as much as possible. Therefore, the number of ProtOpeners is likely to be more than sufficient.

The board will also divide standard slots for each board member during which they will be responsible to keep the room open every week. Despite this, it is important to have a flow of new members becoming ProtOpeners. Therefore we aim to especially recruit second-years and first-years throughout the year if they are deemed fit for the task.

335

Although every current ProtOpener has been given a tour on the duties in the Protopolis, some people were recruited later in the year and have therefore not had many, if any, duties yet. Therefore the board will ask if anyone wants the tour and explanation to be repeated for them at the start of next year to ensure all ProtoOpeners know what is expected from them.

340 4.2 Activity Policy

4.2.1 Committee Function Introduction

At the start of the year, function introductions will be hosted by the board members. Training sessions will be organised for the functions: chair, secretary, treasurer, logistics and promotion. During these training sessions, theoretical and practical parts will be combined to ensure members will have a better understanding of the function afterward.

345

The way these trainings will be organised and the contents of these trainings will be determined by the board responsible for that training. Just like board 11.1, we would like to include interactivity. Each board responsible will work the training out before the end of quartile one. That is when the function training session will be held, this is after most of the committees are formed.

350

4.2.2 Committee Size

See static policy plan.

4.2.3 Committee Communication

Every half year the board responsible for a committee will host an evaluation to offer a moment to reflect on their own work, and that of other committee members.

355

Since the new students are not able to use Google Drive with their student accounts anymore, all the committee folders will be added to Proto's Google Workspace at the start of the year. See section [4.7.1](#).

360

4.2.4 Committee Members Budget

Committees will receive a budget to spend on committee clothing or on a teambuilding activity. The board responsible will mention this to the committee to make sure the members are aware of this budget.

365 4.2.5 Activity Distribution

The plan for next year is to keep focusing on creating a nice balance of activities organised. At the beginning of the year, activities will be organised by the committees from the previous academic year since all new committees still have to start up. See section [4.2.6](#) of this

document. Since we want to be an association where everybody can find something they like,
370 activities with different contents will be encouraged by the board throughout the year. To keep
an overview of all the organised activities we will keep track of them like board 11.1 did.

4.2.6 ProtoNight

We plan on continuing hosting ProtoNights on Wednesdays. The first six nights will already
be filled with activities from different committees, in collaboration with board 11.1. Organising
375 these activities has already begun before the summer holidays by the committees of last
academic year. Afterwards, ProtoNights will either be organised by board 12.0 or other
committees.

4.2.7 Event Promotion

In the past years, promotion through WhatsApp has been done by sending texts in the most
380 important app groups within CreaTe and ITech: CreaTe Y1, CreaTe Y2, CreaTe Y3, the ITech
WhatsApp group, the furniture WhatsApp group and additionally the Promo from Proto
WhatsApp group. This last group was an initiative from board 11.1, which would allow
members to have a clear overview on which activities would take place without it being
385 overflowed by other messages. In the upcoming year, we want to fully focus on promoting
through the dedicated Promo from Proto group, and no longer individually promote every
event in the year layer groups. By doing this, we make sure the focus of the year layer groups
will be on educational purposes and only people who are interested in the Proto events will
see promotion by joining the promo group. It also makes it easier for the promotion responsible
of a committee to send their promotion, since they only have to send a message in one group
390 instead of six.

During the Kick-In and at the beginning of every other quartile, this promo group will be actively
promoted in the year layer groups. At the start of the academic year we will send a mail to all
members with a link to the Promo Whatsapp group. Every week, an overview of the upcoming
395 activities will be placed in the year layer groups as a promotion for the promo group. This can
be a picture template, like some previous boards used for the Instagram page. A couple of
activities will still be promoted in the year layer groups. These activities are i.e. educational
activities like studynights, activities by the acquisition committee, symposia and bigger
activities like gala and camp.

400 Next to WhatsApp, events will be promoted with the use of Instagram, physical posters and
via word of mouth. Furthermore, it will be considered to show posters digitally together with an
overview of the activities for the upcoming week and the QR code of the promotion WhatsApp
group in the Protopolis.

405 4.2.8 Social Media

The Instagram account of Proto has been actively used in the previous year and plans are to
continue organising the Instagram account in a similar way. Instagram posts will be used to
get to know the current board, promote activities, post pictures of previously organised
activities and to introduce some current committees before the start of the committee market.
410 Instagram Stories will mainly be used to give people live insight into activities which are taking
place at that time.

415 The goal is to make more active use of the Proto [LinkedIn page](#). Events or other collaborations with companies will be promoted there. This will be done in order to further establish the repertoire of Proto. The aim is to post at least once after every event concerning companies. board 11.1 officially disbanded the Proto Facebook and no plans have been made to revive this social media platform.

420 The Officer of Internal Affairs will be responsible for the Instagram page and the Officer of External Affairs responsible for the LinkedIn page. However, other board members will have access to all platforms as well to create more content.

4.3 Member Policy

4.3.1 Member Acquisition

425 The biggest member acquiring event is the Kick-In. Just like any other year, we will encourage all the upcoming first years to sign up as a member with Proto during the faculty days. Besides this, we will visit an 'Introduction to CreaTe' and 'Foundations of Interaction Technology' lecture at the start of the year to give a small introduction to Proto for everyone that was not part of the Kick-In.

4.3.2 Board Accessibility

430 Being accessible to all Proto members is very important to us. This starts by being visible and making sure people know how to reach you. This is why we aim to be ProtOpening a lot throughout the year.

435 During the study-related Kick-In there will be a moment planned in which the do-groups visit SmartXP and Protopolis and can register as Proto members.

4.3.3 Active Members

440 Active members are what keep Proto running and they deserve recognition for their active participation. This starts with regular words of thanks and encouragement, but also noticing extraordinary effort and rewarding that.

445 EmergenCie and Protography members, drafters and ProtOpeners are considered active members after having acted in their role at at least three occasions before the Active Member Activity/Weekend in quartile four. GraphiCie members are considered active when they have made at least three designs and have provided feedback on the work of other members in the same timespan.

450 Over the last years, active members have typically been thanked for their contributions by inviting them to an Active Member Activity. We want to continue this gesture and look into the options of organising an Active Member Weekend, instead of a day long activity. If this turns out to be very impractical or undesirable we will still organise a traditional active member activity.

455 Last year, a 'Battle of the Committees' pub quiz night was also organised besides the active member activity. We plan to organise something similar to this where committees get the chance to represent themselves towards the other committees. This way the activity not only shows appreciation towards the active members, but also helps in team building within the committees.

4.3.4 International Students

460 We notice that there is a rise in the number of international students that want to become active within Proto. However, there is unfortunately still a higher threshold for them to do this as the commonly used language within Proto is still Dutch.

465 We want international students to feel welcome in Protopolis. This starts with inviting international students, as currently there are not a lot of international students that regularly sit in Protopolis. While we do notice that there is willingness among the Dutch speaking people to talk English, there are few international students walking in because of the Dutch standard.

470 As a candidate board, we will take the responsibility to engage international students in Protopolis and make them feel welcome. We aim to stimulate speaking English in Protopolis when there are non-Dutch speakers in the room and have a chat ourselves if we have the opportunity.

4.3.5 Master Students

We want master students to get involved in Proto and make sure they know what Proto does and can do for them. In order to do this, we will visit the introduction lecture of Foundations of ITech after both Master Kick-Ins as mentioned in section [4.3.1](#).

475 4.3.6 Alumni

480 In the upcoming academic year the aim is to host an alumni panel; this means that alumni will be present and talk to students about their jobs and experiences. Besides the alumni panel, the aim is to host an alumni drink and further build up connections with alumni via the alumni WhatsApp group and the alumni channel on the LinkedIn of Proto. These activities will be organised by the Alumni committee, who will look for two or three new members at the committee market.

4.4 Educational Policy

4.4.1 Informing students

485 The Officer of Educational Affairs will continue the trend of visiting a lecture in the first half of the first module to inform the students of what he can do for the students and what will be done with their feedback. He will also inform them about the other educational resources Proto provides. Besides, these educational resources will be examined and updated where necessary, as some are out of date.

4.4.2 Educational Communication

490 4.4.2.1 Educational Mail

The model of the educational mail will be revised. The email will only be sent if sufficient valuable information is available for the mailing list it is sent to. This will be done to provide more value when the email is sent, and hopefully prevent students from not reading the email or unsubscribing from the list because it provides a more direct value. The emails will be sent
495 out before important dates/deadlines and with additional information when deemed necessary, for instance in advance for the deadline for minors.

As the educational emails are year-specific, it is necessary that the students are subscribed to the right email-list. Because of this, at the beginning of the year an email specifying what the educational mail contains and a reminder to subscribe to the right mailing list will be sent
500 out.

4.4.3 Practice Material Database

For the educational material to be put into the database, the members of the EducaCie will be asked to keep track of the practice tests and summaries of their respective year. The Officer
505 of Educational Affairs will then check that the right permissions are given by the authors and then upload the items to the [DokuWiki](#). Per module, the EducaCie will also be asked to check if all the practice material currently on the database is still relevant and if not it will be removed.

4.4.4 Educational Materials

4.4.4.1 Book Sale

510 The Officer of Educational Affairs will continue arranging the sale of books via StudyStore. There will be close contact with the module coordinators about keeping the book list up to date. The books can be ordered on proto.itdepartment.nl.

4.4.4.2 Sketching Sets

515 Proto will once again provide the opportunity to buy sketching sets. This will be arranged via the existing partnership with Bertus Workel.

4.4.5 Education Committee (EducaCie)

The EducaCie is split up into two divisions, one for first and second year students of CreaTe and one for third year and ITech students. This has proven to lead to more manageable meetings and therefore this division will be kept.
520

In the beginning of the year, a poster with the EducaCie members on it and a news-article will be published to make the members of the EducaCie more well known and to hopefully lower the bar to talk to them regarding educational issues. The EducaCie will continue organising study nights (See [4.4.6](#)) and will organise the minor and master markets.

525 4.4.6 Study Nights

To improve the study nights and the image of study nights, only study nights where there are teaching assistants available will be held unless otherwise requested by a member. At the beginning of each module, the module coordinators will be asked if any of their subjects would benefit from a study night and the EducaCie will be encouraged to organise study nights if they deem it necessary. The study nights will be promoted in the year-WhatsApp groups and weekly updates, the module coordinator will also be asked to promote them on the canvas page. If no other big events are deemed more important, study nights will also be featured on the website.

4.4.7 Educational Feedback

535 The Officer of Educational Affairs will in collaboration with the EducaCie continue the use of the feedback forms to try to improve our studies. As mentioned in 4.4.5 an effort will be made to make the members of the EduCacie more well known and continue to get valuable feedback via them.

540 In addition to this, the Officer of Educational Affairs will look into making and trialling a page on the website where educational complaints can be posted and liked by peers to get an insight into which issues are pressing and provide a really low effort way to make the issues known. This would be a different page for every study year. This could also provide a place to post updates on what is done with the feedback and what the EducaCie and Officer of Educational Affairs have achieved so far.

4.4.8 CRITEEC

The CreaTe and ITech Evaluation Committee (CRITEEC) is an independant organ from the University of Twente and separate from Proto. However, the CRITEEC is allowed to use Proto's channels to reach more students. The CRITEEC feedback sessions will be promoted in the same ways as normal events. To ensure proper communication, a dedicated person from the EducaCie and the Officer of Educational Affairs will meet with the chair of the CRITEEC at the beginning of the year to set expectations and set up a workflow. The Officer of Educational Affairs will also try to join the agenda meetings of the CRITEEC.

4.5 External Policy

555 4.5.1 External Support

See static policy plan.

4.5.1.1 Financial Sponsorship

In order to provide financial stability for Proto, a minimum of €9,000 in sponsorship is needed. This amount is increased when compared to previous years in order to keep up with the growth of the association. See the budget plan for more details on the financial expectations. The personal goal that the Officer of External Affairs has set is €12,000.

4.5.1.2 Creative Sponsorship

565 Creative sponsorships are any sponsorships that do not aid Proto in a monetary matter, but rather provide the association with something else which is considered equally or more valuable than monetary sponsorships. It will be decided on a case-to-case basis whether purely creative sponsorships are valuable. However, activities with a combination of financial and creative sponsorships will be actively pursued. The exact execution of these types of sponsorships will be discussed on a case-to-case basis as well.

4.5.1.3 Lunch Lectures

570 See static policy plan.

4.5.2 Member Discount

575 As of now Proto offers three different discounts to its members. The Bertus Workel discount for the sketching sets is the one that is most used, since almost all first-years buy their sketching sets through Proto. The other discounts are underutilised in our opinion, which is most likely due to members not knowing of the existence of these discounts. The goal is to make members more aware of the existence of these discounts by reintroducing the Proto member passes, as well as actively promoting these discounts and the Proto member passes throughout the year.

4.5.3 Acquisition Committee

580 In the past academic year the Acquisition Committee has been quite active in contacting companies and organising activities together with companies. The committee will hopefully continue to stay active and pursue companies, in order to benefit members. One activity, the company market, is currently planned in quartile two and will be organised by the acquisition committee of the previous academic year. The aim is that both Bachelor and Master students
585 will be able to find an internship or graduation project here. The Acquisition Committee will need to acquire one or two new members on the committee market at the start of the year.

4.5.4 Customer Relationship Management

590 Last year, a new Customer Relationship Management system, Sponsit, was introduced. Over the course of the year, Sponsit has shown to provide more insight into current and previous contacts with companies. Therefore, this Customer Relationship Management system will also be used this year to further build up the database.

4.5.5 External Publicity Policy

595 The aim is to organise activities together with other companies in collaboration with other EEMCS faculty associations. These will most likely be lunch lectures, workshops, or another form of creative sponsorships (see [4.5.1.2](#)). The sponsorships achieved through this method will be divided between the associations based on the amount of actual participating members from each association. Activities with other associations may be organised on a case-to-case basis.

4.6 Financial Policy

600 4.6.1 The Direct Withdrawal Limit

See static policy plan.

4.6.2 Saving for Lustrum Year

Since this year is not a Lustrum year, a total of €700 will be set aside for the third Lustrum in the academic year 2025-2026.

605 4.6.3 Usage of Surplus Sponsorship

See static policy plan.

4.6.4 Bookkeeping

See static policy plan.

4.6.5 Partial activity restitution for board members

- 610 Starting this year, board members will receive partial restitution for activities they have to be present at due to their responsibility as board members. This is done to partly reduce the financial pressure board members put upon themselves when deciding to start a board year. The total amount of compensation will be €660 divided over the whole board. For the upcoming year, this will mean each board member will have a maximum compensation of €110. For more detailed information regarding this topic, see GMM 45: Proposal partial activity restitution for board members.
- 615

4.7 Digital Policy

4.7.1 Google Workspace

- 620 Last year the process to move all of the committee drives over to a Google Workspace was started. The workspace for non-profits has been requested and granted, but the setup and management thereof has not been completed. Together with members of the Have You Tried Turning It Off And On Again Committee we will look into automating the access to drives and account creation. This is to ensure all of the important committee documents are in one place and their continuity is ensured.

625 4.7.2 Site and wiki contents

As some of the content of the website seems to be outdated or not used a lot (think of the News section, various ProTube features), we will look over and discuss these items and update/revise them where necessary.

- 630 In recent years, the open board meeting minutes and policy plan documents on the wiki have not been uploaded. As we would like members to be able to look back at what was discussed

during the OBMs and what a certain board's policy plan was, these documents will be uploaded once again from now on.

4.7.3 ProTube

635 A working beta of a revised ProTube is ready to be tested soon, and the goal is to launch this at the start of next academic year. As there are still quite some features missing (e.g. a soundboard, an NS ring during the break etc.), the aim is to gradually implement these over the next year to restore ProTube to its former glory.

4.7.4 Smartification of Protopolis

640 With the likely return of ProTube (see section 4.7.3), and due to the fact that Proto is in possession of a Homey smart-home automation device, some board members would like to transform more devices into smart devices. For example, automating the (disco) lights, the screens, the windows, and other smart-home appliances. Besides being fitting for both studies, this can also help to improve the quality of life experienced in the Protopolis by for example making it easier and faster for ProtOpeners to open and close the Protopolis.

4.8 Other Policies/Miscellaneous

4.8.1 Setting up of a 'SmartTeam'

650 The candidate board is looking into the organisation of a SmartTeam together with Richard and Alfred. This team would support Alfred in being responsible for the SmartXP with all available resources and tasks that come with it.

655 Being a member of the SmartTeam would come with great responsibility, but also perks, like university paid salary and authorization to use for example the 3D printers. SmartTeam members would have to be knowledgeable about the technologies and resources in the SmartXP and help visitors of the SmartXP in their use. Examples of this would be helping out with 3D printing and making people aware of the possibilities of borrowing items etc.

660 Next to this SmartTeam members could pick up projects that Alfred currently does not have time for, like fixing the light installation or other CreaTe projects that have been placed in SmartXP for decoration, but of which the maintenance has been neglected. In this way, we would also stimulate the community feeling inside the SmartXP and make the place more inspirational and connect it to the creative spirit of Proto.

665 The SmartTeam is going to be an outside organisation to Proto, but Proto will help out in recruitment of people and retainment of knowledge and information through the years. There is a board responsible who will also help set up the organisation and think along with the precise realisation of the SmartTeam, representing the opinions of the students. Hopefully, this way the SmartXP can develop further as an inspirational and serviceable place for the CreaTe and ITech studies.

670 4.8.2 Mental Health

As a board we would like to recognise and support the members of our association that are struggling with their mental well-being. Therefore Proto will keep participating in MentOS, the initiative that is set up by the Organisation of Study Associations that involves all associations within the university. This way we hope to stay active with mental health within our association. Through MentOs we hope to provide our members with opportunities to relax and talk about mental health subjects during low-key activities.

4.8.3 Beer benches

680 Proto is in possession of beer benches which are used for a wide range of activities. They are not only used for our own activities but also external parties have rented them. To make it easier to move the beer benches, we as a board want to purchase a beer bench cart. This will be not only for the drinks that are outside, but for every committee or third party that would like to use them. This way the benches will become a lot more accessible.

685 The cost of the cart would be around €400. These costs will be earned back by renting out the benches. Like last year, renting one set is priced at €5, accumulating to €40 for all eight sets. To ensure that the target will be achieved we will make it easier to rent out the benches. For example, an extra feature on the website or a form with already the detailed questions that are necessary. The cart itself makes it also easier to rent them out since they will be more accessible.

690 Additionally we want to add another €100 to the target for some maintenance. The benches have been used a lot already and might be in need of a new lick of paint and some reparations. Once the target is hit, the extra money will be saved for any extra reparations in the future. If the target is not hit within one year, it will be spread out over another year.

695 4.8.4 Societies

700 We still want to encourage and support members who have new ideas and want to take initiative. For a society to keep being a society it will continue to have to organise one activity per year. Like in previous years there will not automatically be a budget available and the society will be liable for the activity. The societies do need to hand in a budget plan for every activity they organise to Proto's treasurer and this needs to be accepted. If a society has an outstanding idea they can ask for a budget for that activity and this will be reviewed and granted by the board on a case-to-case basis. Being in a society will not make you an active member, but the board wields the power to break this rule on a per-case basis. Societies can make use of the events and signups on the website.

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5. Committees

5.1 The forming of committees

See static policy plan.

5.2 Acquisition Committee

710 See [4.5.3](#).

5.3 Activity Committee Extraordinaire

715 The Activity Committee Extraordinaire has acquired a lot of new members from the First Year Committee and other members who have been active in Proto. These new members will start in the academic year of 2022-2023. The hope is that these new members will stay in the committee for longer, in order to stimulate and regulate the flow of members joining and leaving the committee. Besides the board responsible there will be one experienced ACE member left in this year's committee, who will make sure the committee will still run as it should after the new members take over.

5.4 Alumni

720 As stated in [4.3.6](#), the Alumni committee will work on organising activities to connect students and alumni. Furthermore, the Alumni committee will send out a yearly newsletter with a planning of the alumni based activities, Proto news and other nice additions to the alumni of CreaTe and ITech, in order to gain participants for the activities. Furthermore, another reminder mail will be sent 2 weeks prior to an activity. The committee will also start to meet regularly starting this year. This will be done in order to create more structure within the committee, so that better activities can be organised. During the committee market the Alumni Committee will look for two or three members that would be motivated to organise these activities for alumni. At least one member of the current committee will stay for the upcoming year.

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730 5.5 Camp Committee

The 2022/2023 camp is forecast to be a relatively normal camp again, organised by the current Camp Committee members. The camp will be open to first-years only and there will be a search for activists among the other Proto members. The Camp Committee will search for new members after the camp on the second committee market to organise next year's camp.

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5.6 Culture Committee

The culture committee will need to acquire new members during the first committee market. The amount of total members will stay the same and therefore at least one extra member will have to be acquired during the committee market.

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Outside of some traditional activities like the shoe putting, the Culture Committee has the freedom to be creative with their activities.

5.7 Dies Committee

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The Dies Committee will start acquiring members during the first committee market to make sure preparations can be started as fast as possible. The plan is to spread the Dies activities over a period of four weeks, where in the second week no activities are planned due to the exam week. This period was chosen to not overwhelm members by putting all activities in one week. The dates and promotion slots for these activities have already been reserved to ensure proper planning for the Dies activities.

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5.8 DisCo

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The DisCo will organise two important parties from recurring events in collaboration with other committees, namely the KICC's Proto party and the Dies Committee's Dies party. Besides this, the committee can organise two parties themselves throughout the year. The committee members can decide on a topic and give their own twist to it. They can also be contacted by other committees to support in organising parties.

5.9 DIYCie

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We believe DIYCie is an important committee for CreaTe and ITech, being closely related to the study contents. Due to a lot of successful workshops being held in the past, we have decided to reboot the committee for next year. The aim is to let this be a "normal" committee in the sense that there is a steady flow of new members coming in each year, aiming to keep a size of seven members with different functions. To prevent confusion, the name will be just "DIYCie", without a specific revision. The goal is to let this committee organise multiple workshops and/or activities throughout the year, while keeping a good eye on the necessary workload for each activity to make sure the committee members do not get overloaded. The type of workshops organised will depend on the skillset of the committee members, but ideally there will be a mix of electronics, 3D printing/modelling, laser cutting, and other skills that are useful and fit into the curricula of both studies.

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Two members of DIYCie 1.0 will organise their final workshop over the summer for the start of next academic year. This should hopefully create enthusiasm for both new(er) and older members to join the DIYCie and give people a good insight into what DIYCie is all about.

5.10 EducaCie

See section [4.4.6](#).

5.11 EEMCS Trip

775 This committee will be the responsibility of W.S.G. Abacus, see section 3.3. Proto will still provide a board contact person and look for a committee member during the committee market.

5.12 EmergenCie

780 Thanks to the OS, Proto has received eight ERO courses to enlarge the size of the EmergenCie. These courses have been handed out already, mostly to first and second year students to ensure a proper throughput of the committee. The courses have taken place over the course of the summer holiday, which means by the start of the year the EmergenCie will have eight new members. This will lower the pressure on current EmergenCie members.

785 From the EmergenCie unclarity regarding the refresher ERO courses was indicated. In order to prevent this next year, the board responsible will keep track of a file which shows when committee members need to have a refresher course. A reminder will be sent to said members by the board responsible in order to prevent the loss of EROs within the association.

5.13 ENTROPcY

790 Just like previous years, the ENTROPcY can help out with activities and committees that need some extra help. The board responsible will make sure that the ENTROPcY will be asked to help in time. They will also organise activities of their own. A few members of the committee are leaving, so the committee will look for one or two new members at the beginning of the year.

795 5.14 First Year Committee

See static policy plan.

5.15 FishCie

800 The FishCie has swapped from HABHAK (Have A Break, Have A Kibbeling) to HABHAF (Have A Break, Have A Fishstick) activity because the previous kibbeling vendor quit and the new vendor has higher pricing for the kibbeling. This is done so Proto does not have to provide a big budget for the FishCie. If this is not possible any longer in the future, Proto will have to fund the FishCie to make sure they can still take care of the fish. Cleaning has become even better than it was before the COVID-19 restrictions and will be continued.

5.16 Gala Committee

805 We probably want to organise the gala again with the study associations of the EEMCS faculty. If this is the case we will assign the board responsible function to one study association of the faculty, not all.

5.17 GraphiCie

810 Having one person in the committee being the chair, and letting them assign posters to someone, proved to be an effective solution for making sure posters get finished on time this year. Therefore, the aim is to recruit a high number of new members and assign a chair to allocate the creation of posters among members.

815 The goal is to keep this committee low-key and a good opportunity for people to express their creativity and develop their skills. However, in order to make sure that the quality of the posters stays at least somewhat consistent and so a request does not overwhelm a designer, some prior experience with poster design/image manipulation software is required to join the committee. The faculty has plans to organise a Photoshop workshop for Professional Development in the first module, which can aid members in gaining this experience. Members
820 will also still be encouraged to give feedback on each other's posters so people can learn from each other and by doing so improve the quality of posters.

5.18 Guild Of Drafters

825 Last year, a good start has already been made with offering a refresh course to the current drafters. The new drafters are being trained by a more experienced drafter, with the use of a check-off list. This system will also be used for the upcoming year and some additions will be made, for example working on adding a FAQ list. At the beginning of the new year, there will be a drink to gather new drafters.

830 We want to keep the enthusiasm high within the committee. So, at the beginning of the year, each drafter is asked if they want to continue drafting and a new WhatsApp group will be formed. There will also be a special drink in the beginning of the year to attract (new) members to join the committee.

5.19 Handyman Committee

835 The Handyman Committee will continue on the basis of personal projects. They currently have bi-weekly project updates, and if the need for a work-evening arises we will do our best to accommodate this in the Flex-Office.

5.20 Have You Tried Turning It Off And On Again Committee

840 The Have You Tried Turning It Off And On Again committee currently consists of seven members, and over the past year has gained two new system administrators. This ensures the continuity of the upkeep of the digital systems of Proto. This means the committee can focus more on adding new features and systems. The committee will search for enthusiastic/experienced new members to also ensure continuity in the future.

845 As per feedback of last year the committee responsible will look into a way of more clearly communicating what the committee is actively working on as it was sometimes felt that without a board member actively in the committee this was hard to keep track of. We will also aim to

improve the knowledge of the board on what issues are fixed and what new functionality is added.

850 For the upcoming year two of the system admins are in the candidate board. This will mean that the communication between the board and the committee will not be an issue. They are going to make sure that, when needed, it will be clear when they are acting as a board member/responsible and when as a committee member.

5.21 InteracCie

855 The InteracCie currently consists of two members, who will stay in the committee for next year. Besides this, the committee will hopefully attract more people with the representation of Proto at both Master's Kick-Ins. In order to get more sign-ups for activities of the InteracCie the board responsible will try to prioritise planning activities on times that match the general schedule of ITech as much as possible.

860 5.22 Kick-In Committee CreaTe

The KICC is looking to recruit more than five members next year to distribute the workload a bit more. Focus will also be put on recruiting more experienced members to gain better insights and past experiences of different Kick-Ins. To achieve these goals, promotion will be sent out in various WhatsApp groups before the committee market, to already give people an idea of what joining the KICC is about.

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5.23 OmNomCom

In the OmNomCom committee a more structured approach compared to previous year will be taken. A shared calendar will be arranged for all the committee members, in which the dates of the Makro deliveries and hamburger afternoons are placed. For Makro deliveries there will be one committee member responsible for checking the products and filling in the necessary documents. New members will be accompanied by an experienced member or the board responsible to make sure the documents are filled in correctly. The deliveries will be divided over all members of the committee based on availability. The committee is planning to continue organising hamburger afternoons on every Friday where Proto is organising the faculty's Friday drink (the so-called FriAD), where hamburgers are provided in the Protopolis. In order to ensure this is done properly, a committee responsible will be assigned to each date. This person will make sure groceries are bought and the hamburger afternoon goes smoothly.

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880 Furthermore, the committee will execute a quarterly count of the stock to ensure the system is still up-to-date with the actual stock.

5.24 pLAN

Two of the current pLAN members will be leaving, so two or three more members will be looked for in the upcoming year.

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Last year, the “Among Us in real life” activity turned out to be quite a success. The members are very keen on organising it again. The committee had some suggestions to improve the activity that will be taken into account. Other than that, most people seem to enjoy (organising) a low-key gaming activity on a Proto night from time to time, so we will strive to keep doing this. We also want to look into having a recurring bi-weekly or monthly tournament like a “Mario Kart Monday” during the break.

Last year, there were also plans for a Dungeons & Dragons event. This event was sadly not able to continue due to a variety of reasons. If there is enough enthusiasm in the committee and enough people want to attend next year, attempts will be made to try to organise this. There is also a pLAN Steam account that was not used by the committee in the last year. We will see if we can utilise it for certain activities throughout the upcoming year.

5.25 Protography

Last year the motivation for taking pictures was not very high. This year we will try to prevent this from happening again. The board responsible or possibly a chair will continue making use of Google Forms and send these out as soon as there is more clarity about the dates of the activities, if possible each month. The committee will look for new members during the committee markets.

Out of last year's evaluation form, members mentioned that they lacked a good camera. So to lower the threshold of this committee, we will purchase a camera accessible for each member of the Protography during a Proto activity. New and current members will get an explanation of how the camera works and new members will learn how to edit and upload their photos onto the website.

We will also look into the possibility of organising a photography workshop by an experienced photographer. This way we want any Proto member to learn more about photography and encourage them to join the committee.

5.26 ProtOpeners

See section [4.1.5](#) of this document.

5.27 ProtoTrip

Since the workload last year was quite high due to members not having a lot of experience, The aim is to recruit a more diverse range of experience for next year's committee members, and start up the committee a bit sooner so less work needs to be done last-minute. Being with a large group turned out to be a big success last year, so we will be aiming for a similar number of participants for next year's trip.

5.28 SkiCie

The SkiCie is a collaboration between the study associations of Alembic, Arago, Astatine, Daedalus, Inter-Actief and Proto. Together we are organising a ski trip which will take place in

925 February 2023. Proto has one board responsible and one member in the committee. Both have already agreed on continuing in this academic year, where the member will become the new board responsible. During the second committee market the SkiCie will look for new members for the trip in 2024.

5.29 SportCie

930 Past year the SportCie has been able to organise a surfing camp trip besides their regular activities. The committee took on a large organisational challenge with this, which will next year fall under its own committee; the Surf Camp Committee. Next year, most members will leave the committee and the SportCie is therefore hoping to entuse first years to join the committee. The committee will return to organising more low-key sports workshops and activities, besides the StAf (short for 'studieafdeling' in Dutch) tournament and the Batavierenrace.

940 The StAf tournament was a big success last year, with our teams ending in second and third place and there being a lot of support and enthusiasm from within the association. Next year we hope to continue this trend and get a lot of people involved in the tournament again. Within the committee there will still be one StAf responsible, who is the main contact person to the organisation.

945 After two years of absence, the Batavierenrace proved itself to be quite a logistical challenge. The SportCie had a separate function for a bata responsible last year. For next year, we will make sure that the person that takes on this function participates in the logistics function training to get experience with making scripts.

5.30 Surf Camp Committee

950 Because of the enthusiasm for the surf camp last year there will be another one this year. To reduce the workload for the SportCie, this will be a separate committee. See section 5.29 of this document. There are already some experienced members enthusiastic of joining this committee. The intention is to find more members on the first committee market.

5.31 Symposium Committee

955 The Symposium Committee will look for three or four new members at the committee market. Two experienced committee members will stay to help the new members. After the committee market the committee will set up a plan for the next symposium.

5.32 TIPcie

960 Last year a new system was set up to manage and oversee the experience of (new) drafters. Experienced drafters could go through a list with the (new) drafters. This will be refined and extended this year. The committee will also continue working on getting the activities error-proof.

As the TIPcie is a committee that comes with a lot of expenses and different types of income, we plan to make a budget plan at the beginning of the year. Around 50% of the money is coming from external drinks, which the committee will continue organising. This year Proto will help with the general graduation drinks in the Waaier. This will be done together with Inter-Actief, since they have more experience with organising these events. The committee will also look into ways to make the graduation drinks more attractive. For example, a brochure with info and prices will be sent to (almost) graduated members. The TIPcie will look for one or two potential new members among the Guild of Drafters as well.

5.32.1 Drafters gilets

Since the drafters are present at a lot of (external) activities, we want them to look professional. There has been some clothing for the drafters but they are quite worn out. Last year the TIPcie explored the possibility of getting a set of gilets that would be in possession of the TIPcie and passed on to the drafters at each drink. There were a few reasons that this would not be feasible, like a wide range of sizes costing too much money. Differences between women's and men's sizes were also a problem.

This year we are wanting to offer each drafter a personal gilet. The drafter themselves would pay for their own gilet and Proto would pay for the embroidering (name, committee, and Proto logo). Thereafter, each year that a drafter is active (active meaning, having drafted for Proto on at least three different days) they can declare one third of the costs of the gilet. These costs will be paid for by the TIPcie budget and will get recouped by drafting for external parties.

For the drafters that have been active in the last academic year and will continue to draft in this academic year we will not count the years retroactively but they will get compensated for one year when this gets implemented. This means all current members that this will apply for will get one third of the gilet compensated.

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6. Final words

995 Hopefully, this document has provided you with a clear understanding of our policy for the coming year. It is with great pleasure and a healthy amount of struggle we have worked on this document and we hope that you read it with the same

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1000 We have felt the support of board 11.1 since our announcement and are very thankful for the way they have set us up for our functions and the tasks we will have to face as a board. Although it will probably be a challenging road with unexpected tests we feel well prepared to step into their footsteps and the predecessors before them.

1005 We would also like to express our gratitude towards our candidate board of advisors and their work giving feedback and support during our candidate board time. We hope to be able to continue this collaboration for the rest of our board year with the same amount of harmony and respect.

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