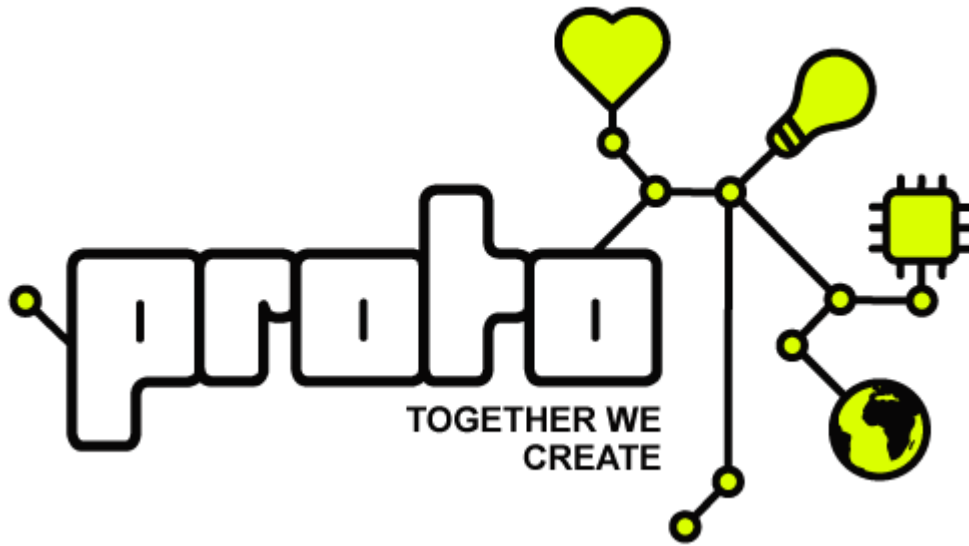


# Study Association Proto

## Static Policy Plan



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### 3. Board task division

#### 105 3.1 Division of functions and vice functions

To give an impression of what is expected from the person fulfilling one of the functions available to the board:

110 **Chair(wo)man:** The job of a Chair(wo)man is to lead the rest of the board. So mainly: holding presentations, keeping close connections with other associations & attending important university activities like the graduation ceremony. The Chair(wo)man makes sure every board member does their job, assisting them where needed and doing the jobs that are left out.

115 **Secretary:** The Secretary is responsible for keeping the administration of the association up to date. This means that the member administration is clear and easily accessible, but also that all the documents (both physical and digital) can be accessed quickly. Next to that, the Secretary is also responsible for writing down every decision made during board and General Member Meetings and is responsible for most of the incoming mails.

120 **Treasurer:** The Treasurer is in charge of the financials and bookkeeping of the association. The Treasurer manages contracts, financial traffic within the association and communication with debtors and creditors.

125 **Officer of Internal Affairs:** The Officer of Internal Affairs is responsible for making sure members get the most out of their membership at Proto. They motivate members for activism, coordinate most committees and are essential in bonding new members with the association.

130 **Officer of External Affairs:** The Officer of External Affairs manages Proto's portfolio of connections with companies and presents the association to the outside world. The Officer of External Affairs also arranges events for students and companies to come into contact with each other as to make sure students get an idea of what the corporate world has to offer for them.

135 **Officer of Educational Affairs:** The Officer of Educational Affairs is responsible for the communication between the students and the program board and teachers of the Creative Technology & Interaction Technology programs. The Officer of Educational Affairs is responsible for the study-related part of the association.

140 **Vice Functions:** There are also vice functions in case someone gets ill or cannot attend a meeting for whatever reason. The person who has the vice function of the missing person will be the reserve and will be responsible for the tasks of the missing board member. It is hard work to just take over someone's task, so the entire board will help this person with the tasks. Even

though all the board members will help, the person with the vice-function will still be the end responsible.

## 145 3.2 Committee Responsible

In order to make sure that committees function correctly and to ensure efficient communication, every committee should have one board member which is responsible to report important decisions to the rest of its board and vice versa. This ensures that there is a fluent interaction between committees and the rest of the association.

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## 4. Action plan

### 4.1 Protopolis Policy

#### 4.1.1 Opening hours

It is important to have the Protopolis open as often as possible, [so people can rest or work and reach the board personally](#). This is done by having the following opening hours:

Monday	09:30 - 17:30
Tuesday	09:30 - 17:30
Wednesday	09:30 - 22:00
Thursday	09:30 - 17:30
Friday	09:30 - 16:00

What can be seen is that every working day the opening times are the same: from 09:30h until 17:30h. [However, for Wednesday and Friday the closing times differ. On Wednesday, the closing hours differ because of ProtoDay. The decision to keep the Protopolis open until four on Friday is due to the possibility that there is a Proto Friday afternoon drink, which always starts at 16:00.](#) It might happen that the board has other obligations during opening hours. An effort will be made to find a ProtOpener in that case. There are other cases when the Protopolis is closed, such as the open days and the active member activity. If this is the case, the board will communicate this to **Proto's** members. In short, this means that the opening hours can differ due to activities and the availability of ProtOpeners.

#### ~~4.1.2 Boardroom~~

~~The Boardroom will only be available on request and a timetable is available for members to look into its availability. Approximately one week before the date, the board will make a schedule.~~

~~CREEC meetings can only be held in the boardroom when no other meetings are already scheduled in the two week timeframe. This has been chosen, because based on the fact that Proto members should have easier access to a room to hold a committee meeting. Proto does understand that the CREEC is very important to CreaTe, but it is easier for the CREEC to reserve other rooms, for example in Zi1016, than it is for committees and Proto members. If the boardroom is not used for a committee meeting, the CREEC is welcome to reserve and use it.~~

~~These free spots come on a first come, first serve base. Once these reservations are made, they can only be overruled for emergencies by the board. The board will aim to let members know about the cancellation of their reservation at least two hours beforehand.~~

## 180 4.1.2 Cleaning

It is very nice for members to have a clean Protopolis. In order to do this, the board should give a good example by regularly checking the room and reminding members in the Protopolis to clean up their own garbage and wash the dishes they used.

## 4.1.3 Keys

185 A key locker with a number combination lock is present in the Protopolis. The board aims to clearly communicate to the ProtOpeners what the code is, so they can access all important places. The board and the ProtOpeners are the only ones who know the combination. There is also [a deposit box for service desk keys in the Zilverling for when the service desk is closed.](#)

## 4.1.4 Mugs

190 Members can bring their own mugs to use in the Protopolis. There are several shelves reserved for mugs in a closet near the kitchen. Members should label their mugs and clean their mugs themselves. If a labelled (dirty) mug is not placed back into the closet, members will be addressed on their behavior. If a mug is not labelled, the board is free to throw the mug away.

195 Once every module, all of the mugs will be taken from the closet and placed in crates. Members will then have a week to pick up their mug and place it back into the closet. If any mugs are left in the crate, they will be thrown away.

## 4.2 Activity Policy

### 4.2.1 Committee Introduction

200 Committees are essential for Proto as an association. To make sure they function as they are supposed to, the Chair(wo)man, Secretary, Treasurer and Promotion [roles within a committee are introduced during introductions given by the relevant board members.](#) The Chair(wo)man should have a meeting with all committee chair(wo)men to explain about responsibilities, give tips and to answer questions. The Treasurer should have a meeting with all treasurers about  
205 how to make a budget plan and other important tips & tricks. The same should be done by the Secretary; [they have](#) a meeting with all Secretaries about how to **write minutes** and how to make use of Trello and Doodle. **The Officer of Internal Affairs should explain how to request posters from the GraphiCie for activities and which promotion channels Proto uses and how to use them.** After the meetings, a document containing a summary and a way to contact the  
210 corresponding board member with more questions will be sent to all participants. Committee members will be taught the basics of the function this way. Non-committee members are also



welcome to join if they like. These meetings will be held in the beginning and halfway through the year, because these are the two times committees are formed.

#### 4.2.2 Committee Size

215 It becomes harder to function as a committee when there are too many or too few people in that committee. Because of this, the board should strive to have committees with approximately five to seven people, including the board responsible. The reasoning behind these numbers is the simple fact that this amount of committee members in a committee seemed to work the best in the past. This maximum amount of committee members does not apply to assisting committees  
220 (Protography, EmergenCie, GraphiCie etc.), but these committees need to be careful with the amount of members as well. Otherwise, they might end up with members who do not contribute much to the committee.

#### 4.2.3 Committee Communication

Helping committees can be added to an activity on the website, so when an activity is  
225 registered, all assisting committees are automatically notified that their assistance is needed. The person that is assisting can sign in for the activity. The committees that assist are currently: Protography, Videography, EmergenCie, GraphiCie, ProtOpeners, OmNomCom and Guild of Drafters. When an activity exceeds 20 people or if the committee expects to get an attendance of over 20 people, an ERO (Emergency Responsive Officer) should be asked if they are able to  
230 help out during the activity. If no ERO has been found yet, the committee should be warned.

#### 4.2.4 Activity Distribution

It is desirable to have an even distribution of activities throughout the year. The board should aim to have an equal amount of activities per month. In this way, committees will have more chances of getting enough sign-ups and when more members attend the activity, more bonding  
235 between members will most likely happen during the activities. To get an even distribution, it helps if each committee states at the beginning of the year how many activities they want and when they would like to have the activity. The board can use this input to make a global scheme for the academic year. Of course, not all committees know exactly what they are going to do in which week of the year, but if most of the activity distribution is known, it is also easier to find  
240 room for an activity. If committees do not plan their activity distribution in advance, they risk not being able to plan all the activities they would have wanted, but this should not mean that not mentioning an event at the start should lead to expulsion of that idea for that year. The board and committee should try their best to plan these kind of events somewhere in the year. Next to this, all dates for activities should be discussed with the board to check the date and distribution.  
245 Previous years have shown that having a lot of activities in the beginning of the college year helps first year students to get involved with Proto.

## 4.2.5 ProtoDay

Every regular Wednesday, the Protopolis is opened until 22:00h. On this day, members can relax in Protopolis or join any activities organised.

## 250 4.2.6 Event Promotion

To let members know what is going on at Proto and which events they can participate in, promotion is needed. Promotion is done via posters and the social media channels of Proto. Committees are also encouraged to make promotional videos. Not only to promote their activities among members, but also to make the committee known among the members. For large events, the mail tool or our narrowcasting system can be used in consultation with the board.

## 4.3 Member Policy

### 4.3.1 Board Accessibility

260 Proto members always have the possibility to approach board members with questions, problems, ideas, and other things. Approaching a board member can be done when a board member is present and as long as the board member is not in a meeting or occupied with other important business. The best chance of getting in touch with a board member is when he or she has Protopolis duty or by sending an email to the board member.

### 265 4.3.2 Active Members

Active members are very important to Proto, because our study association cannot function without them. Members become active members when they join one or more of the committees described in chapter 5. If a member has joined a committee this will be shown on the Proto profile page of this member. To show appreciation towards these members, the board will organize an activity for all active members.

### 4.3.3 International Students

Proto is an international organization. The association should aim to have a respectable amount of active international members. It is important that the board stimulates the members to speak English in the presence of international members.

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### 4.3.4 ProtOpeners

ProtOpeners are vital for the functioning of Proto. As the board members will not be able to execute all their duties while sticking to the Protopolis opening hours, they seek help from active members. The board should trust a subset of members with the ability to maintain order in the

280 Protopolis. The board will decide who can be a ProtOpener if, and only if, the whole board  
agrees with it. A member can be removed from the ProtOpeners if one of the board members  
has solid arguments why a member should not be a ProtOpener anymore. This way, trust  
between the whole board and the ProtOpeners is ensured. ProtOpeners will receive admin  
rights, so they can manage ProTube while the board is absent. Next to this, ProtOpeners are  
285 the only subset of Proto members, next to the board, which can receive the key to the Protopolis  
at the Service Desk of Hal B. To make sure a ProtOpener can be recognised at the Service  
Desk, they will receive an indicating key lock image on their Proto membership pass. In case  
that the OmNomCom system fails to function in the way that it is meant to and there are no  
members of the OmNomCom present in the Protopolis, the ProtOpeners are expected to keep  
290 track of purchases manually. When ProtOpeners keep the room open, they will assist guests  
(such as new members or other associations) and attend Protopolis business (Coffee troubles,  
etc.), for which the board is very grateful.

#### 4.3.5 Alumni

295 The alumni committee organizes activities for alumni in order to keep our alumni connected to  
the association. The alumni committee officially falls under the studies Creative Technology and  
Interaction Technology and not under Proto. Thus, for activities organised by the alumni  
committee, all alumni are invited, whether or not they are a member of Proto.

#### 4.3.6 Evaluation

300 It is important to evaluate often in order to make sure things will run smoothly. Each year,  
halfway through and at the end of the academic year, members will be asked to fill in an  
evaluation form. This will then be looked into by the board and discussed in the half yearly and  
yearly report.

## 305 4.4 Educational Policy

### 4.4.1 Informing students

An important task of the Officer of Educational Affairs is to inform students about what they could do if they need help with educational affairs. It **should be** clear to everyone who the Officer Educational Affairs is and what **they** can mean for them.

### 310 4.4.2 Educational Mail

The aim is to inform students about all things that are going on in their studies so that they can handle it in a smart way. The email will contain things like: the actions that are to be taken by the students (registering in OSIRIS and ordering books), study related activities, evaluation moments and education related information i.e. new regulations.

### 315 4.4.3 Practice Material Database

The **practice material** database will be updated with summaries and practice tests. The Officer Educational Affairs will ask around if there are any new tests and summaries. Before an exam will be put on the database the teacher will be contacted whether he or she is okay with it. For summaries it is not necessary to notify the teacher first.

### 320 ~~4.4.4 Book Sale~~

~~The book sale will be done by the IAPC. They have a lot of experience with selling books for CreaTe students and thus trust their expertise.~~

### 4.4.4 Education Panels

325 To have influence in the educational system the Officer Educational Affairs will have to join various committees. **They** will visit the OLC to be a direct link between the students and the persons responsible for the organization of education. **They** will join the CEO to have influence in UT-wide practices and to share experience about educational affairs with other Officers Educational Affairs. The Officer of Educational Affairs has a meeting every **module** with the **CRITEEC**, the chairman of the EducaCie and the program coordinator. This is done to have the  
330 best communication possible between all evaluating parties. **The CRITEEC is responsible for evaluations of the Creative Technology and Interaction Technology programs.**

### 4.4.5 Education Committee

335 The EducaCie will take an active evaluative and advisory role towards the study staff that should result into the improvement of Creative Technology as a study. To keep the participation of individual members and the influence of every academic year high, there will be no more than three persons from each academic year in the committee, excluding the Officer Educational Affairs. The committee will have a meeting every week where they will discuss educational

happenings. The outcome of this can be presented as an advice to, for example, the module coordinators, teachers and OLC members.

#### 340 4.4.6 Study Nights

Study nights will be planned and announced in time. This is done in order to get a good amount of participants and also to easily find student assistants and EROs. The Education Committee together with the Officer of Educational Affairs will be responsible for organizing study nights. The dates of the study nights are chosen based on what the students need.

#### 345 ~~4.4.8 Education Panels~~

~~To have influence in the educational system the Officer of Educational Affairs will have to join various committees. He or she will join the OLC to be a direct link between the students and the persons responsible for the organization of education. He or she will join the CEO to have influence in UT-wide practices and to share experience about educational affairs with other Officers Educational Affairs. The CREEC is responsible for many evaluations of the creative technology program.~~

350

## 4.5 External Policy

355 Within the university there are many other associations, organizations and external parties. Proto has an ever-growing portfolio of connections from all around the Netherlands. These connections allow us to achieve the things the association does to this very day. *It is the duty of the Officer of External Affairs to manage the portfolio, maintain these connections and present Proto to the outside world.*

### 4.5.1 External support

360 In order for Proto to thrive, Proto requires support from outside the association. To obtain and maintain this support, the Officer External Affairs keeps in touch with existing partners, lays the groundwork for new partners and tries to maximize exposure to both. In this endeavor, the Officer External Affairs assists the acquisition committee to maximize its contribution to the association.

#### 365 4.5.1.1 Financial Sponsorship

A vital part of the financial plan is built upon financial support from our partners. They support us, from coffee deals and drinks, all the way to Proto's merchandise and dedicated events. In order to support Proto, the yearly policy plan will state a required amount of financial sponsorship.

#### 370 4.5.1.2 Creative Sponsorship

*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. These sponsorships differ from coffee cups and electronic components all the way to special member discounts or sponsored activities.* These deals are a lot more attractive to most companies than plain donations.

#### 4.5.1.3 Lunch lectures

380 Proto has a combination of Creative and Financial Sponsorship. These are our lunch lectures, in which a partner visits Proto with lunch to tell us about what makes them special. Part of the proceeds goes directly to Proto while the rest suffices for the lunch (as Proto will arrange the lunch).

### 4.5.2 Member discount

Proto has special Member Cards. With these cards, *the Acquisition Committee tries to get special discount deals for members for companies and stores in and around Enschede.*

### 4.5.3 Acquisition Committee

385 The Acquisition Committee maintains and establishes contact with partners. The Officer of External Affairs supports and guides the Acquisition Committee. In his or her routine he or she supports, meets and accompanies them to external events.

### 4.5.4 External promotion policy

390 As Proto charges some partners money for exposure within the Protopolis, the association cannot accept external promotion free of charge. Proto manages all exposure boards around the Protopolis, which are free of charge for other associations and partners.

## 4.6 Financial Policy

### 4.6.1 The Direct Withdrawal Limit

395 The limit of the total direct withdrawal stands at €250,- per member and €10000,- in total. There will be at least one withdrawal a month to ensure Proto's cash flow.

### 4.6.2 Saving for Lustrum Year

Every 5 five years, Proto will celebrate its lustrum. In order to do so, budget will be saved annually. The amount will be specified in the yearly financial policy plan.

### 4.6.3 Usage of surplus Sponsorship

400 If the amount of Financial Sponsorship surpasses the amount described in the budget plan, this amount will be further divided by over the committees, the Lustrum savings and the Good Idea Budget.

### 4.6.4 Bookkeeping

405 Proto keeps track of its financials via the bookkeeping software Unit4 Multivers. This is to ensure the correctness of the financials and to keep track of our tax status. Proto does not need to keep a BTW bookkeeping.

## 4.7 Other Things

### 4.7.1 Merchandise

410 Proto will look into getting new batches of merchandise each year. The stock for existing Proto merchandise like the Proto ties and suspenders will be restocked when requested, if there is enough liquidity.

### 4.7.2 Foundation ICE

415 The ICE foundation is used for organizing study trips. This foundation aims to separate itself financially and organizationally from Proto. In the meantime, Proto acts as a financial security for the foundation.



## 5. Committees

### 5.1 Forming Committees

420 In September, a couple of activities will be organized to give an example of what committees can do. At the end of September the committee market is organized in the SmartXp. It is very important this market will be organized in such a way that the attendance is high, so as many members as possible can come in contact with and hopefully join committees Proto governs. The committee market will be promoted by the board during lectures and of course there will be free lunch. For the committees which start halfway throughout the year or committees that are 425 still looking for members, there will be an extra committee market. To speed up the forming of committees, they will have to be formed 3 weeks after the committee market and the board will assist the committees with that in all ways possible. Forming the committees in time will be the responsibility of the committee responsible. The Officer of Internal Affairs will make sure this happens before the deadline. Optionally, two 430 committee drinks can be held in the beginning of the academic year and halfway through the year respectively to make new committee members feel appreciated and to let committee members get to know each other.

### 5.2 Acquisition Committee

See 4.5.4 Acquisition Committee.

### 435 5.3 Activity Committee Extraordinaire

The ACE is the committee that organizes larger activities. Members are preferably higher years' students who have some experience. The committee will not be on the committee market, because it aims to have higher year members. These members will be asked by the committee or will be taken out of the First Year Committee from the previous year.

### 440 5.4 Camp Committee

To introduce Proto's newest members and get them to familiarize with the association, the Camp Committee organizes a camp in the beginning of the academic year. [This camp is organised for first year Creative Technology students](#), since the faculty Kick-In is usually organized on university grounds instead of going on a camp like most other study associations.

### 445 5.5 Culture Committee

The Culture Committee is responsible for different cultural activities which allow people to show and tell about their culture. [This includes activities about holidays, art and music from all over the world.](#)

## 5.6 Dies

450 The Dies Committee organizes birthday activities to make sure the weeks around Proto's birthday will be unforgettable. The committee organizes at least a dinner, a party, and a cantus.

## 5.7 EducaCie

See 4.4.6 Education Committee.

## 5.8 EEMCS Trip

455 Together with Abacus, Inter-*Actief*, Atlantis, and Scintilla, the EEMCS-Trip is organized every year. In this committee are 10 members from the different associations: one board responsible and one member of each association. The EEMCS Trip takes place during Ascension weekend.

## 5.9 EmergenCie

The EmergenCie consists of people who are licensed EROs (Emergency Response Officer).  
460 Every year, the board should try to get at least two members from the board added to the committee. All committees will be notified about the EmergenCie and will use the Proto site to ask EROs for their activities. The EROs can sign themselves up for the event as an ERO. In this way, the committee will keep working more efficiently and there are more people helping.

## 5.10 First Year Committee

465 The First Year Committee is meant for first year students. This committee will organize smaller activities with which the first year members can gain experience in organizing activities and other committee-related responsibilities. There is always a second-year responsible aiding the board responsible in managing this committee. This second-year responsible is someone who was part of the committee the previous year. The first-years in the committee will switch roles  
470 after each major event in order to gain experience with different functions.

## 5.11 FishCie

The FishCie is responsible for taking care of the fish and keeping the aquarium inside the Protopolis clean. The FishCie also organizes a HABHAK (Have A Break, Have A Kibbeling) every month to generate enough money to feed the fish.

## 475 5.12 Gala Committee

Every Dies year, except for Lustrum years, the association organizes a gala together with Astatine and Atlantis. The committee generally consists of two people and a board responsible because there are two other associations helping.

## 5.13 GraphiCie

480 The GraphiCie's task is to make and design posters and logos for different events and activities that have something to do with Proto. Every committee can send in requests for posters and those requests will be distributed to different committee members by the chair(wo)man. Another task of the GraphiCie is to ensure the visual identity rules of Proto by, for instance, checking all the posters made by other committees, which is done by the poster control person. When a poster has not been approved by the GraphiCie, the posters will be removed and costs made will not be paid by Proto.

## 5.14 Guild of Drafters

The Guild of Drafters is the committee that drafts drinks for proto. The logistics of who drafts when is managed by the TIPCie.

## 490 5.15 Handyman Committee

The mission of the Handyman Committee is to use the passion of the committee members for building to improve Protopolis and things around Proto. The Handyman Committee should have regular meetings (at least once per month) in which they discuss ideas for projects and projects themselves. Every project has a project leader who will be responsible for this project. Proto members can give suggestions to the Handyman Committee through the 'Good Idea' board in the Protopolis.

## 5.16 Have You Tried Turning It Off And On Again committee

500 The Have You Tried Turning It Off And On Again committee is responsible for maintaining all the software related tools running in the Protopolis, including the proto.utwente.nl site and the DokuWiki. It is also possible for non-committee members to work on the site, by downloading the source code and uploading their changes to GitHub. A member of the Have You Tried Turning It Off And On Again committee will judge the changes and informs the uploader what will be done with the changes. Next to the site, the committee also works on the electronical (non-handyman related) maintenance, like the narrowcasting and the OmNomCom.

## 505 5.17 Kick-In Committee CreaTe

CreaTe organizes her Faculty Kick-In on the campus and this has always been a big success. Unlike other study associations, Proto does not organize a camp during the Kick-In. This committee is formed in February.

## 5.18 Lustrum Committee

- 510 Every five years, Proto celebrates her special birthday: Her Lustrum! During the Lustrum, a lot of extraordinary activities will be organized. The committee is formed after the first committee market and [will](#) consist primarily of older year's students.

## ~~5.18 Magazine committee~~

- 515 ~~The Magazine committee is a collection of reporters, which write several articles based on technology and other Creative Technology-related interests. These articles can be read on the site [proto.ink](#).~~

## 5.19 OmNomCom

The OmNomCom ensures [that](#) pleasantries and edible necessities are available all year round.

## ~~5.20 P.S.C. Lee Ho!~~

- 520 ~~To celebrate the spring, Proto will go sailing each spring. Proto will roam the wild waters of Fryslân and play the wild rover once more. This weekend will be organized by P.S.C. Lee Ho!~~

## 5.20 pLAN

Proto LAN, or the pLAN is a committee that organizes LAN parties and other game related activities.

## 525 5.21 Protography

[The Protography](#) takes care of the photos taken during all kinds of activities Proto organizes. Just like the EmergenCie, the Protography can be asked for assistance through the activity form. The committee consists of many people and [their](#) aim is to let everyone actively participate.

## 530 5.22 ProtOpeners

See 4.3.6.

## 5.23 SportCie

The SportCie organizes all kinds of sports related activities. Its two main activities are the Batavierenrace and the [StAf](#) ([Studie-Afdelingen in Dutch](#)) tournament.

## 535 5.24 Symposium Committee

The Symposium Committee organizes an entire day filled with inspirational talks that will have a close connection with CreaTe. The committee aims to make this day memorable and do their best to find the finest speakers for this day. This committee is formed in September.

## 5.25 TIPCie

540 The TIPCie is responsible for drink-related activities. They will assist other committees if they need refreshments in their activities. This committee can also help with serving drinks when their help is needed for University-related activities where Proto helps with organizing the event.